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Insertions	1249
Deletions	748
Moved from	33
Moved to	33
Style change	0
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**LOCAL RULES OF THE UNITED STATES BANKRUPTCY COURT FOR THE
NORTHERN DISTRICT OF OKLAHOMA**

EFFECTIVE DATE: ~~APRIL 1, 2000~~ , 2007

RULE 1001-1. SCOPE OF RULES AND FORMS; DEFINITIONS

A. Application.

~~**PART I. COMMENCEMENT OF CASE; PROCEEDINGS RELATING TO
PETITION AND ORDER FOR RELIEF**~~

Rule

~~**1001. Scope of Rules and Forms; Short Title; Definitions**~~

1. These rules govern all cases and proceedings pending before this Court on the
effective date specified above and thereafter, and shall supersede all local rules and standing

orders pertaining to rules of procedure previously adopted and entered by the Court, unless such standing order is specifically incorporated herein.

~~(a) Rules Applicable.~~ 2. These ~~local~~ rules, the CM/ECF Administrative Guide of Policies and Procedures, and the Standing Orders, General Orders and Miscellaneous Orders entered by this Court shall govern all cases and proceedings before this Court.

~~(b)~~ B. Citation. These rules shall be known as the "Local Rules of the United States Bankruptcy Court for the Northern District of Oklahoma" and may be cited as "Bankr. N.D. Okla. LR ____," or as "LR ____," or as "Local Rule ____," as appropriate.

~~(c)~~ C. Waiver of Rules. The Court may waive any provision of these ~~local~~ rules upon its own motion or upon the motion of any party in interest. An order pertaining to procedure entered in a case or proceeding will govern the case or proceeding notwithstanding that the order may be at variance with these rules.

~~(d) Effective Date; Prior Rules and Orders. These local rules govern all cases and proceedings pending before this Court on the effective date specified above and thereafter, and shall supersede all local rules and standing orders pertaining to rules of procedure previously adopted and entered by the Court, unless such standing order is specifically incorporated herein.~~ ~~(e)~~ D. Interim Standing Orders. These ~~local~~ rules may be modified or supplemented from time to time by the Court by Interim Standing Orders. Interim Standing Orders shall be maintained by the Clerk and shall be available ~~upon request.~~ on the Court's website (<http://www.oknb.uscourts.gov>).

E. CM/ECF Administrative Guide of Policies and Procedures. References to "ECF Administrative Guide in these rules shall mean the CM/ECF Administrative Guide of Policies and Procedures, effective _____, or as later amended, which is attached hereto as Appendix A.

F. Local Forms. References to "Local Form" in these rules shall mean substantially the forms prescribed by these rules, the Court, or the Clerk, copies of which are available on the Court's website (<http://www.oknb.uscourts.gov>).

G. Official Bankruptcy Forms. References to "Official Bankruptcy Form" or "Official Form" in these rules shall mean substantially the forms prescribed by the Judicial Conference of the United States or the Director of the Administrative Office of the United States, copies of which are available on the Court's website (<http://www.oknb.uscourts.gov>). See Bankruptcy Rules 1001 and 9009.

H. Definitions.

~~(1)~~ 1. Bankruptcy Court Clerk. References to the "Clerk" in these rules shall mean the Court Clerk of the United States Bankruptcy Court for the Northern District of Oklahoma.

~~(e)~~ 2. Bankruptcy Code. References to the "Code" in these rules shall mean the United States Bankruptcy Code.

~~(h)~~ 3. Bankruptcy Rules. References to "Bankruptcy Rules" in these rules shall mean the Federal Rules of Bankruptcy Procedure.

~~(i)~~ 4. Local Rules. References to "Local Rules" in these rules shall mean these Local Rules of the United States Bankruptcy Court for the Northern District of Oklahoma.

~~(j)~~ 5. District Court. References to "District Court" in these rules shall mean the United States District Court for the Northern District of Oklahoma.

~~(k)~~ 6. District Court Local Rules. References to "District Court Local Rules" in these rules shall mean the Local Rules of the United States District Court for the Northern District of Oklahoma.

~~(l)~~ 7. Bankruptcy Appellate Panel. References to "BAP" in these rules shall mean the Bankruptcy Appellate Panel of the United States Court of Appeals for the Tenth Circuit.

8. Court or Bankruptcy Court. References to "Court" or "Bankruptcy Court" in these rules shall mean the United States Bankruptcy Court for the Northern District of Oklahoma.

9. ECF System. References to "ECF System" in these rules shall mean the Case Management/Electronic Case Filing System implemented by the United States Bankruptcy Court for the Northern District of Oklahoma.

10. Debtor. The term "debtor" used in these rules shall mean both singular and plural form, as the case may be.

11. File-Stamped Copy. References to the term "file-stamped copy" in these rules shall refer to a copy of an electronically filed pleading together with a copy of the first page of the "Notice of Electronic Filing" or a manually filed pleading bearing the Clerk's file stamp.

12. Court's Website. References to the "Court's website" in these rules shall mean (<http://www.oknb.uscourts.gov>).

13. Electronic Signature. The "s/Jane Doe" constitutes the signature of said party on any electronically filed pleading or other document. See also Local Rule 9011-1.

~~1002.—Commencement of Case~~

PART I. COMMENCEMENT OF CASE; PROCEEDINGS RELATING TO PETITION AND ORDER FOR RELIEF

~~The Clerk shall prescribe the number of copies of the petition required to commence a case.~~
RULE 1002-1. PETITION – GENERAL

~~1003. Involuntary Petition~~

~~**A. Specific Requirements.**~~

~~— See Local Rule 1002.~~

~~1. The petition shall conform to the Official Bankruptcy Forms.~~

~~1004. Partnership Petition~~

~~2. If the debtor is a corporation, a certified copy of the corporate action authorizing the filing of the petition shall be attached to the petition. Corporations, partnerships, and other artificial entities must be represented by counsel at all times.~~

~~— See Local Rule 1002.~~

RULE 1006-2. FILING FEE

~~1006. Filing Fee~~

~~**A. Provision for Payment.** Any petition for relief presented for filing without proper provision for payment of the filing fee may not be accepted for filing by the Clerk. Payment of a filing fee shall be in accordance with Local Rule 5080-1 and the ECF Administrative Guide unless the petition is accompanied by an Application to Pay Filing Fee in Installments, prepared as prescribed by the appropriate Official Form, or an application requesting a waiver under 28 U.S.C. § 1930(f), prepared as prescribed by the appropriate Official Form.~~

~~(a) **B. Pro Se Debtors.** Payment of ~~the~~ filing fee ~~to commence a case~~ by a pro se debtor shall be by cash, cashier's check or money order payable to "Clerk, U.S. Bankruptcy Court," or by personal check as provided by subdivisions (b) and (c) of this rule. "Clerk, United States Bankruptcy Court." See also Local Rule 5080-1.~~

~~— (b) Payment of the filing fee to commence a case by personal check is permitted, except that checks drawn on the debtor's account shall not be accepted. See Local Rule 5070.~~

~~— (c) Any petition presented for filing without proper provision for payment of the filing fee may not be accepted for filing by the Clerk.~~

~~— (d) See also Local Rules 5005(e) and (f).~~

~~1007. Lists, Schedules, and Statements; List of Creditors (Official Mailing Matrix)~~

~~— (a) **Number of Copies.** The Clerk shall prescribe the number of copies of the lists, schedules, and statements required by Bankruptcy Rule 1007 and Local Rule 2016(a) to be submitted for filing.~~

C. **Refund Policy.** Pursuant to the Guide to Judiciary Policies and Procedures, Chapter XII, filing fees may not be refunded if the filing was in error or the case is dismissed. The Chief Judge has delegated authority to the Clerk to refund erroneous filing fees in limited circumstances. The Clerk may approve the refund of erroneous filing fees paid where the fee was never due and for duplicate filing fees collected for the same filing as a result of a “pay.gov” error. See also ECF Administrative Guide.

~~(b) **Instructions for Compilation of Lists, Schedules, and Statements for Filing.** The Clerk shall maintain instructions showing the manner in which lists, schedules, and statements are to be compiled for filing and the required number of copies to be submitted for filing. The instructions shall be made available by the Clerk upon request.~~

RULE 1007-1. **LISTS, SCHEDULES AND STATEMENTS**

~~(c) **Instrumentalities of the United States.** If any one or more of the following named agencies, departments, or instrumentalities of the United States is a creditor of the debtor, the list, schedule, statement, or matrix of creditors submitted with any petition for relief under any chapter of the Code shall include that agency, department, or instrumentality at the address specified on the list of such addresses to be maintained by the Clerk. Copies of the list of addresses shall be made available by the Clerk upon request. Such specified agency, department, or instrumentality shall also be shown in the respective list, schedule, statement, or matrix in care of the United States Attorney at the address of the United States Attorney for the Northern District of Oklahoma:~~

A. **Corporate Ownership Statement. Any corporation, other than a governmental unit, that is a debtor shall file a statement that identifies all publicly held corporations, other than a governmental unit, that directly or indirectly own ten percent (10%) or more of any class of the corporation’s equity interest, or states that there are no such entities to report. The corporate ownership statement shall be made in a separate pleading to be filed concurrently with the petition on Local Form 7007.1-1. A supplemental corporate ownership statement shall be filed promptly to reflect any change in the information that is required to be disclosed.**

- ~~1. Department of Agriculture (includes Rural Economic & Community Development Service, Consolidated Farm Service Agency, and Commodity Credit Corporation)~~
- ~~2. U.S. Department of Education~~
- ~~3. U.S. Department of Health and Human Services~~
- ~~4. U.S. Department of Housing and Urban Development~~
- ~~5. Internal Revenue Service~~
- ~~6. U.S. Postal Service~~
- ~~7. Small Business Administration~~
- ~~8. U.S. Department of Veterans Affairs~~

B. **Equity Security Holders List. The list of equity security holders in a Chapter 11 case required by Bankruptcy Rule 1007(a)(3) shall be filed in electronic format (“Equity Security Holders List”).**

~~(d) Official Mailing Matrix.~~
C. **Creditor List.**

~~(1) 1. The list containing the name and address of each creditor required by Bankruptcy Rule 1007(a)(1) (the "Official Mailing Matrix") shall be submitted with the petition in every voluntary case and shall constitute the official mailing list for notices required to be given to creditors.~~ “Creditor List”) shall be filed with the petition in every voluntary case. The official list of creditors for purposes of notice shall be maintained electronically on the ECF System and may be obtained through the ECF System.

~~(2) The name and address of the debtor and the debtor's attorney shall not be listed on the Official Mailing Matrix.~~

2. The name and address of the Court, judge, debtor, and debtor's counsel, if any, shall not be listed on the Creditor List.

~~(3) The list containing the name and address of each creditor shall be submitted to the Clerk as follows:~~

3. The Creditor List shall be submitted to the Clerk in electronic format.

~~(A) on a 3.5" computer diskette in single column, ASCII or plain text format, and shall be uploaded into the Court's database at the time of filing of the bankruptcy petition or;~~

4. Each submission of a Creditor List shall be accompanied by a Verification of Creditor List.

~~(B) on plain, unlined paper, 8-1/2"x11" in size, in single column format, provided that only 10-point or 12-point Courier, Times New Roman, or Prestige Elite typeface is used. Each character must be fully formed, and may not touch or overwrite another character. There must be at least one blank line between each address block. Paper shall not have visible lines or other markings.~~

D. **Amendment to Creditor List or Equity Security Holders List.**

1. An “Amendment to” the Creditor List shall be made by filing a list containing the name and address of each creditor to be added to the list, or other amendment, accompanied by a Verification of Amendment to Creditor List, and shall be identified as an “Amendment to Creditor List.”

~~(4) An amendment to the Official Mailing Matrix shall be made by a written pleading in accordance with Bankruptcy Rule 9004. Local Rules 1007(d)(1), (2), and (3) do not apply to an amendment to the Official Mailing Matrix.~~

2. An “Amendment to” the Equity Security Holders List shall be made by filing a list containing the name, address, and ownership interest of any additional security holder, or other amendment, and shall be identified as an “Amendment to Equity Security Holders List.”

~~(5) — An~~ 3. Filing an amended ~~Official Mailing Matrix~~ Creditor List or Equity Security Holders List is not permitted. See Local Rule 1009(a)(2); 1009(d)-1(A) and (D).

E. Pro Se Disclosure. An individual debtor who is not represented by an attorney shall file a “Pro Se Disclosure” on Local Form 1007-1E at the time a petition is filed. The form of “Pro Se Disclosure” shall be made available at the Clerk’s Office and on the Court’s website (<http://www.oknb.uscourts.gov>).

F. Payment Advices. Within fifteen (15) days of filing a bankruptcy petition, each individual debtor shall file a “Payment Advices Certification” in the form prescribed by Local Form 1007-1F, together with copies of all payment advices or other evidence of payment (such as paycheck stubs, direct deposit statements, employer’s statement of hours and earnings) received from the debtor’s employer within sixty (60) days before the date the debtor filed his/her bankruptcy case. Failure to timely file the “Payment Advices Certification” shall constitute cause for dismissal of a bankruptcy case without further notice or a hearing.

G. Statement of Calculation of Monthly Net Income. In order to comply with 11 U.S.C. § 521(a)(1)(B)(v), an individual debtor shall file a statement (in addition to Official Form 22 and Schedule I) which reflects: (i) the amount of gross monthly income received by the debtor for each of the 6 (six) calendar months prior to the filing of the petition; (ii) the mathematical calculation actually used to determine the debtor’s average monthly net income; and (iii) information to explain the nature of all voluntary and involuntary payroll deductions.

H. Privacy. The debtor and debtor’s counsel shall redact the following personal data identifiers from tax returns or transcripts, bank statements, payment advices, and other documents before filing such documents: all but the last four digits of the social security number; all names of minor children (use minors’ initials); all but the last four digits of any bank, savings or similar account numbers; and birth date except for the year. The responsibility for redacting personal data identifiers rests solely with the debtor and debtor’s counsel. The Clerk will not review documents for compliance with this rule, seal documents containing personal data identifiers without a Court order, or redact such information from documents, whether filed electronically or on paper.

I. Statement of Social Security Number. An individual debtor who is not represented by an attorney should submit, not file, a Statement of Social Security Number on the appropriate Official Form to the Clerk at the time of filing the petition. When a case is filed electronically, the ECF System will allow for the manual input of the full social security number, thereby negating the need for the original Statement of Social Security Number to be filed with the Court. The attorney of record shall maintain the original signed statement in accordance with Local Rule 9011-1.

J. Instrumentalities of the United States. Copies of the list of addresses of

instrumentalities of the United States shall be made available by the Clerk upon request and are available on the Court's website (<http://www.oknb.uscourts.gov>).

RULE 1008-1. VERIFICATION OF PETITIONS AND ACCOMPANYING PAPERS

~~1008. Verification of Petitions and Accompanying Papers~~

Any petition, list, schedule, statement of financial affairs, or amendment ~~to such documents, which is presented for filing~~ thereto that is filed more than ten (10) days after having been ~~executed~~ signed by the debtor, shall be accompanied by a statement, ~~signed by~~ verified by the debtor or containing an unsworn declaration of the debtor, that no change in circumstances has occurred in the interim.

RULE 1009-1. AMENDMENTS TO LISTS AND SCHEDULES

~~1009. Amendments of Voluntary Petitions, Lists, Schedules, and Statements~~

~~(a)~~ A. **Title.** When amending any petition, list, schedule, or statement pursuant to Bankruptcy Rule 1009(a) or (b), the following shall be observed:

~~(1)~~ 1. An ~~"amendment"~~ "Amendment to" a document consists of information which modifies or supplements a document. The original document remains effective except for the amendment. An amendment to a document shall be clearly identified as "Amendment to [name of original document]."

~~(2)~~ 2. An ~~"amended"~~ "Amended" document consists of a replacement document ~~which that~~ entirely supersedes an original document. An amended document shall be clearly identified as "Amended [name of original document]."

~~(b)~~ Signature of Debtor. All documents filed pursuant to Bankruptcy Rule 1009 must be signed and verified in the same manner as required for the original document.

~~(e)~~ B. **Signature of Debtor.** All documents filed pursuant to Bankruptcy Rule 1009 must be signed and verified in the same manner as required for the original document. See also Local Rule 1008-1.

C. **Notice to Creditors.** If creditors are added to the schedules after the ~~original~~ service of the notice of ~~the first~~ bankruptcy case, meeting of creditors ~~has been sent~~ and deadlines, the debtor shall give notice to each additional creditor of the commencement of the case and all applicable bar dates and deadlines and file a ~~certification~~ Certificate of Service of such notice. ~~(d)~~ See also Local Rule 5005-1(E).

D. **Amendment to** ~~Official Mailing Matrix~~ Creditor List or Equity Security Holders List. If amendments to lists, schedules, or statements are made pursuant to Bankruptcy Rule 1009(a) or (b) reflecting a change or addition to the name or address of a creditor, or a change or addition to the name or address of an equity security holder, an amendment to the ~~Official Mailing Matrix~~ Creditor List or the Equity Security Holders List, as appropriate, shall be submitted in

accordance with ~~Local Rule 1007(d)(4). An amended Official Mailing Matrix is not permitted.~~

~~(e) See also Local Rule 1008.1015. 1015. Consolidation of Cases Pending in Same Court "13~~
Local Rule 1007-1(D). Amended Creditor Lists and Equity Security Holders Lists are not permitted.

RULE 1015-1. JOINT ADMINISTRATION / CONSOLIDATION

When a joint case is commenced by the filing of a single petition by an individual and that individual's spouse as provided in ~~Section 11 U.S.C. § 302(a) of the Code~~, the debtors' estates shall be jointly administered and substantively consolidated unless a party in interest objects or the Court determines otherwise.

~~1017. Dismissal or Conversion of Case; Suspension~~

RULE 1017-1. CONVERSION TO CHAPTER 11, 12 OR 13

~~(a)~~ **A. Procedure for Dismissal or Conversion of a Chapter 13 Case.** A motion to ~~dismiss or~~ convert a Chapter 13 case shall be served by the movant on the debtor, debtor's counsel, the trustee, the United States ~~trustee, any committee appointed under the Code~~ Trustee, and any party who has requested notice in the case. An order granting a motion to convert a Chapter 13 case shall be served by the Clerk on all parties in interest, including, but not limited to, the trustee, the United States Trustee, all creditors, instrumentalities of the United States entitled to notice under Bankruptcy Rule 2002(j), and all parties who have requested notice in the case.

B. Notice of Voluntary Conversion of a Chapter 12 or 13 Case. Upon the filing of a notice of conversion under Bankruptcy Rule 1017(f)(3), the Clerk shall serve a copy of the notice on all parties in interest, including, but not limited to, the Chapter 12 or 13 trustee, the United States Trustee, all creditors, and all parties in interest who have requested notice in the case.

C. Information Regarding Domestic Support Obligations. Within thirty (30) days after the conversion of a case to a case under Chapters 11, 12 or 13, the debtor shall provide the trustee, if a trustee is appointed, with the information required by Local Rule 4002-1(B) on Local Form 4002-1B.

RULE 1017-2. DISMISSAL OR SUSPENSION – CASE OR PROCEEDINGS

A. Voluntary Dismissal. In addition to stating with particularity the grounds for relief, all motions to dismiss shall comply with Local Rule 9013-1 and shall fully disclose any existing arrangement or agreement between the debtor and creditors or any person or entity in connection with the motion for dismissal.

B. Procedure for Dismissal of a Chapter 13 Case. A motion to dismiss a Chapter 13 case shall be served by the movant on the debtor, debtor's counsel, the trustee, the United States Trustee, and any party who has requested notices in the case. An order granting a motion to dismiss

~~or convert~~ a Chapter 13 case shall be served by the Clerk on all ~~interested~~ parties in interest, including, but not limited to, the trustee, the United States ~~trustee~~ Trustee, indenture trustees, all creditors, instrumentalities of the United States entitled to receive notices under Bankruptcy Rule 2002(j), and all parties who have requested ~~notices~~ notice in the case.

~~(b) — Notice of Voluntary Conversion of Case Under Chapter 12 or 13. The debtor shall serve a notice of conversion of a case under chapter 12 or 13 to a case under chapter 7 of the Code upon all interested parties, including but not limited to, the trustee, the United States trustee, all creditors, and all parties who have requested notices in the case. See also Local Rule 2002(f).~~

~~1019. Conversion of Chapter 11 Reorganization Case, Chapter 12 Family Farmer's Debt Adjustment Case, or Chapter 13 Individual's Debt Adjustment Case to Chapter 7 Liquidation Case~~

RULE 1019-1. CONVERSION TO CHAPTER 7 – PROCEDURE FOLLOWING

A. Amendment to Creditor List. In addition to the requirements of Bankruptcy Rule 1019, the debtor ~~in~~ in possession or trustee in a superseded ~~chapter~~ Chapter 11 case, and the debtor in a superseded ~~chapter~~ Chapter 12 or 13 case, shall file an amendment to the ~~Official Mailing Matrix~~ Creditor List reflecting the names and addresses of all unscheduled, unpaid post-petition creditors within fifteen (15) days following the entry of the order ~~or converting the case or the filing of a~~ notice of conversion. See also Local Rules Rule 1009-1(dD) and Local Rule 5005-1(fD).

~~1020. Election to be Considered a Small Business in a Chapter 11 Reorganization Case~~ **B. Information Regarding Domestic Support Obligations.** Within thirty (30) days after the conversion of a case to a case under Chapter 7, the debtor shall provide the trustee with the information required by Local Rule 4002-1(B) on Local Form 4002-1B.

~~The debtor shall give notice of an election to be considered a small business to all creditors, indenture trustees, the United States trustee, and all parties who have requested notices in the case.~~

C. Statement of Current Monthly Net Income and Means Test Calculation. Within fifteen (15) days after the conversion of a case to a case under Chapter 7, the debtor shall file a statement of current monthly net income and means test calculation as prescribed by the appropriate Official Form, and a statement of calculation of monthly net income required by Local Rule 1007-1(G).

PART II.— OFFICERS AND ADMINISTRATION; NOTICES; MEETINGS; EXAMINATIONS; ELECTIONS; ATTORNEYS AND ACCOUNTANTS

RULE 2002-1. NOTICE TO CREDITORS AND OTHER INTERESTED PARTIES

~~2002. Notices to Creditors, Equity Security Holders, United States, and United States Trustee~~

~~(a)~~ **A. Twenty-day Notices to Parties in Interest.** The proponent or movant shall prepare

and ~~give~~serve the notices required by Bankruptcy Rule 2002(a)(2), (3), (4), (5), ~~(6)~~, and ~~(7)~~(6) unless the action is initiated by the Court, in which ~~ease~~event the appropriate notice shall be ~~given~~served by the Clerk unless the Court directs otherwise. The notices required by Bankruptcy Rule 2002(a)(7) shall be given by the Clerk in cases under Chapters 7, 9, 12 and 13. In a case under Chapter 11, the notices required by Bankruptcy Rule 2002(a)(7) shall be given by the movant. The notices required by Bankruptcy Rule 2002(a)(8) shall be given by the proponent of the plan unless a plan is filed concurrently with the petition in a ~~chapter~~Chapter 12 case, in which ~~ease~~event the notices provided for in Bankruptcy Rule 2002(a)(8) shall be given by the Clerk.

~~(b)~~B. **Twenty-Five Day Notices to Parties in Interest.** The notices required by Bankruptcy Rule 2002(b) shall be given by the proponent of the plan or the party whose disclosure statement is being considered, unless a plan is filed concurrently with the petition in a ~~chapter~~Chapter 13 case, in which ~~ease~~event the notices provided for in Bankruptcy Rule 2002(b) shall be given by the Clerk. See also Local Rule 3015-3015-1.

~~(e)~~C. **Notice to Equity Security Holders.** The proponent or movant shall prepare and give the notices required by Bankruptcy Rule 2002(d)(3), (4), (5), (6), and (7).

~~(d) — Notices to the United States. Notices to a department, agency, or instrumentality of the United States given pursuant to Bankruptcy Rule 2002(j) shall be given to the particular department, agency or instrumentality at the address shown on the list of addresses maintained by the Clerk, as specified in Local Rule 1007(e).~~ ~~(e)~~D. **Other Notices.** The notice required by Bankruptcy Rule 2002(f)(7) shall be given by the proponent of the plan. The notice required by Bankruptcy Rule 2002 (f)(8) shall be given by the ~~chapter~~Chapter 7 trustee.

~~(f)~~E. **Certificate of Service of Notices.** The ~~party serving a notice shall file a certificate of service signed by the person causing the notice to be served,~~Notice of Electronic Filing created by the ECF System serves as a Certificate of Service.

1. If all parties who are entitled to receive notice are served by the ECF System, no additional Certificate of Service is necessary.

2. For parties not listed on the Notice of Electronic Filing who are entitled to receive notice, the filing party must serve the pleading in accordance with the Federal Rules of Bankruptcy Procedure and shall either include a Certificate of Service in the pleading certifying the date of service, the manner of service, and the names and addresses of the persons and entities served. ~~A copy of the notice served shall be attached to the certificate of service.~~ or file a separate signed Certificate of Service containing the same information. If a separate Certificate of Service is filed electronically, the Certificate of Service shall specifically identify the notice served, and the docket event shall be related to the notice served. If the Certificate of Service is filed in paper form, the following must be attached: (1) a copy of the first page of the notice served and (2) a copy of the first page of the Notice of Electronic Filing of the notice.

a. When mailing paper copies of documents that have been electronically

filed to parties who are not registered participants of the ECF System, the filing party must include the first page of the Notice of Electronic Filing to provide the recipient with proof of the filing.

3. If a party is required to serve notice of a “Text-Only Order” to parties who are not registered participants of the ECF System, the party shall send a copy of the Notice of Electronic Filing to such recipients. Only those pages of the Notice of Electronic Filing that contain the filing information, the docket entry and the document descriptions need to be served.

~~(g)~~**E. Motions to Shorten or Limit Notice.** A motion to shorten the time or limit the distribution of any notice required by Bankruptcy Rule 2002 shall state the cause to shorten or limit notice. Such motions may be ruled upon ex parte. ~~See also Local Rule 5005(e).~~

RULE 2002-2. NOTICE TO UNITED STATES OR FEDERAL AGENCY

Notices required to be served on an instrumentality of the United States pursuant to Bankruptcy Rule 2002(j) shall clearly designate the department, agency or instrumentality of the United States entitled to notice or the agency through which the debtor became indebted and shall be served at the address listed on the list of addresses maintained by the Clerk in accordance with Local Rule 1007-1(J).

~~2004.—Examination~~

~~——(a) A motion for an examination under Bankruptcy Rule 2004 may be ruled upon ex parte. See also Local Rule 5005(e).~~

RULE 2003-2 CORPORATE OWNERSHIP STATEMENT – CREDITORS COMMITTEE

~~(b)~~Any corporation, other than a governmental unit, that accepts appointment to a committee of creditors shall complete and file Local Form 7007.1-1 identifying all publicly held corporations, other than a governmental unit, that directly or indirectly own ten percent (10%) or more of any class of the corporation’s equity interest, or stating that there are no such entities to report. The corporate ownership statement shall be filed within ten (10) days of an appointment to a committee. A supplemental corporate ownership statement shall be filed promptly to reflect any change in the information that is required to be disclosed. See also Local Rules 7007.1-1 and 9014-1(B).

RULE 2004-1. DEPOSITIONS AND EXAMINATIONS

A. A motion for an examination under Bankruptcy Rule 2004 may be ruled upon ex parte.

B. An examination under Bankruptcy Rule 2004 may be taken by agreement without a motion or order.

~~(c)C.~~ Before filing a motion for the examination of a person, including a debtor or a representative of ~~a~~the debtor, the party seeking to take the examination shall make a good faith effort to confer with the ~~debtor~~person to be examined, or ~~debtor's~~such person's counsel if ~~debtor~~that person is represented, to arrange for an agreeable date, time, and place for the examination, ~~and the motion shall recite compliance.~~ The motion shall indicate if an agreement has been reached on the date, time and place for the examination; otherwise the motion shall disclose the efforts made to comply with this rule.

~~2014.—Employment of Professional Persons~~

RULE 2014-1. EMPLOYMENT OF PROFESSIONALS

An application ~~or motion~~ for employment made pursuant to Bankruptcy Rule 2014 may be ruled upon ex parte by the entry of a Text-Only Order or may be set for hearing, at the discretion of the Court. ~~Such an application or motion shall be accompanied by a~~A proposed order need not be submitted with such application.

~~2015.—Duty to Keep Records, Make Reports, and Give Notice of Case~~

RULE 2015-1. TRUSTEES – GENERAL

~~(a)~~—The duty of a ~~chapter~~Chapter 7 or Chapter 11 trustee or debtor in-possession to file reports required by ~~section~~11 U.S.C. §§ 704(a)(8) of the Code and 1106(a)(1) and Bankruptcy Rule 2015(a)(3) shall continue until the entry of a final decree, unless the Court directs otherwise. ~~(b)~~
~~—In a chapter 12 or chapter~~

RULE 2015-2. DEBTOR-IN-POSSESSION DUTIES

A. In a Chapter 12 or Chapter 13 case, the debtor shall sign and file verified reports and summaries of the business operations, including farming or fishing operations, if applicable, in the form required by the Court, trustee, or the United States ~~trustee~~Trustee. Within fifteen (15) days after the filing of the petition, the debtor must file a report and summary of business operations for the calendar month preceding the month in which the case is filed, ~~and serve the report and summary upon the trustee, the United States trustee, and any party who has requested notices in the case.~~ The debtor shall file monthly reports on or before the 15th day of each succeeding month covering the operations for the preceding calendar month. After confirmation of a ~~chapter~~Chapter 12 or 13 plan, the required reports shall be filed ~~and served upon the trustee and the United States trustee~~ on a quarterly basis until completion of the plan term, unless the Court orders otherwise.

~~(c)B.~~ In ~~chapter~~Chapter 12 cases, the debtor shall promptly furnish the trustee with copies of all federal and state tax returns and tax reports filed by the debtor while the case is pending.

~~2016.—Compensation for Services Rendered and Reimbursement of Expenses~~

RULE 2016-1. COMPENSATION OF PROFESSIONALS

~~(a)~~A. The statement required by 11 U.S.C. § 329(a) and Bankruptcy Rule 2016(b) shall be filed with the petition, but the filing of the statement shall not be a requirement for the commencement of a case under any chapter of the Code. ~~See also Local Rule 1007(a).~~

~~(b)~~B. In ~~chapter~~Chapter 11 and ~~chapter~~Chapter 12 cases, attorneys and accountants shall deposit into a trust account all retainer funds received from the debtor pre-petition that had not been earned and applied pre-petition. No retainer funds shall be withdrawn without an order of the Court.

C. All fee applications must comply with the United States Trustee's Guidelines for Reviewing Applications for Compensation & Reimbursement of Expenses filed under 11 U.S.C. § 330. The United States Trustee's Guidelines are available on the Court's website (<http://www.oknb.uscourts.gov>).

PART III. CLAIMS AND DISTRIBUTION TO CREDITORS AND EQUITY INTEREST HOLDERS; PLANS

RULE 3001-1. TRANSFER OF CLAIM

When a claim is transferred pursuant to Bankruptcy Rule 3001(e)(2) or (e)(4), the notice of transfer of claim shall include a reference to the claim number of the original Proof of Claim for which the transferee shall be substituted for the transferor.

~~3002. Filing Proof of Claim or Interest~~

RULE 3002-1. FILING PROOF OF CLAIM

~~— (a) — The Clerk shall prescribe the number of copies to be submitted when filing a proof of claim or interest in a case under any chapter of the Code.~~

A. All proofs of claim or interest shall be filed electronically except for those filed by a creditor or interest holder not represented by counsel. See Local Rule 5005-1(A).

~~(b)~~B. When a case is converted from ~~chapter~~Chapter 11, ~~12~~12, or 13 to ~~chapter~~Chapter 7, the "meeting of creditors" for the purpose of Bankruptcy Rule 3002(c) shall mean the meeting of creditors held in the ~~chapter~~Chapter 7 case.

~~3003. Filing Proof of Claim or Equity Security Interest in Chapter 9 Municipality or Chapter 11 Reorganization Cases~~

RULE 3003-1. FILING PROOF OF CLAIM IN CHAPTER 9 OR CHAPTER 11

~~The~~In a Chapter 9 or 11 case, the debtor-in-possession ~~or the~~ trustee, if one is appointed, shall give notice of the entry of an file a request for order fixing ~~or extending the~~ time within which ~~to file~~ proofs of claim or interest ~~in a chapter 9 or chapter 11 case to~~ must be filed and shall serve the order fixing the time within which to file proofs of claim or interest on the debtor, the trustee, all creditors,

indenture trustees, ~~and~~ equity security holders, and all persons requesting notice in the case. See also Local Rule 2002-1(f).

~~3004. Filing of Claims by Debtor or Trustee~~

~~— See Local Rule 3002(a).~~

~~3005. Filing of Claim, Acceptance, or Rejection by Guarantor, Surety, Indorser, or Other Codebtor~~

~~— See Local Rule 3002(a).~~

~~3007. Objections to Claims or Interests~~

RULE 3007-1. CLAIMS – OBJECTIONS

~~(a)~~**A.** **Proofs of interest.** Bankruptcy Rule 3007 also applies to objections to proofs of interest.

~~(b)~~**B.** **Objection to claim or interest.** ~~An objection to a claim or interest may be given in accordance with Local Rule 9013, with~~The caption of an objection to a claim shall identify the claimant and claim number (e.g., Objection to Claim of ACME, Inc. (Claim No. 10)). The objecting party has the burden of overcoming the presumption afforded by Bankruptcy Rule 3001(f). If the objecting party relies on facts not established by the proof of claim, an affidavit or declaration shall be filed and served with the objection. Objections to claims shall be filed and served in compliance with Local Rule 9013-1(B). A notice of opportunity for hearing shall provide for a response time of thirty-three (30) days specified therein.33) days, which includes the three (3) days for mailing as prescribed by Bankruptcy Rule 9006(f).

C. **Notice of Objections.** The objecting party must provide notice of an objection to the claimant, claimant's counsel, debtor, debtor's counsel, the trustee, and parties in interest that have requested notice.

~~3008. Reconsideration of Claims or Interests~~

~~— Bankruptcy Rule 3008 applies to proofs of interest.~~

RULE 3008-1. CLAIMS – RECONSIDERATION

~~3010. Small Dividends and Payments in Chapter 7 Liquidation, Chapter 12 Family Farmer's Debt Adjustment, and Chapter 13 Individual's Debt Adjustment Cases~~
Bankruptcy Rule 3008 also applies to proofs of interest.

RULE 3010-1. DIVIDENDS – SMALL

~~(a)~~**A.** Chapter 12 and 13 trustees may distribute payments in amounts less than \$15.00 to creditors.

~~(b)~~**B.** Upon satisfactory proof to the Chapter 12 or 13 trustee that a claim is fully satisfied, the payments that would have otherwise been made on that claim may be distributed by the trustee to holders of unsecured claims on a pro rata basis without requiring modification of the plan.

RULE 3011-1. UNCLAIMED FUNDS

A. Disposition of Unclaimed Funds. Any person or entity, or the legal representative or agent of any person or entity, may make a claim for funds which are ordered to be paid to that person or entity from a bankruptcy estate but were not paid. A request for the release of unclaimed funds pursuant to 28 U.S.C. § 2042 shall be made by completing and filing an Application for Payment of Unclaimed Funds on Local Form 3011-1.

A claimant entitled to such funds may obtain an order directing payment to the claimant upon full proof of the right to payment of such funds. If no response or objection has been filed within fifteen (15) days from the date of filing of the application, an application which provides sufficient documentation to establish the identity of the claimant and the authority of the applicant to make a claim may be approved without a hearing. The Court may set a hearing and/or require such additional evidence before issuing an order granting the application and directing payment of such funds. All indications of fraud will be referred to the United States Attorney for the Northern District of Oklahoma.

B. Notice Required. Such application shall be served by the claimant on the debtor and debtor's counsel, if any, trustee, United States Trustee, United States Attorney for the Northern District of Oklahoma, and the original claimant and claimant's counsel, if any, if the applicant is not the original creditor or claimant.

RULE 3015-1. CHAPTER 13 – PLAN

~~3015. Filing, Objection to Confirmation, and Modification of a Plan in a Chapter 12 Family Farmer's Debt Adjustment or a Chapter 13 Individual's Debt Adjustment Case~~

~~If a chapter~~**Chapter 13 Plan; Service and Use of Local Form.** If a Chapter 13 plan is filed with the petition, the Clerk shall mailtransmit copies of the plan along with the notices required by Bankruptcy ~~Rules~~Rule 2002(a)(1) and (b). If the ~~chapter~~Chapter 13 plan is not filed with the petition, debtor ~~or debtor's~~ counsel shall ~~mailtransmit~~ a copy of the plan along with the notice required by Bankruptcy Rule 2002(b) to the debtor, the ~~chapter~~Chapter 13 trustee, the United States ~~trustee~~Trustee, all creditors, and parties ~~listed on the Official Mailing Matrix~~in interest that have requested notice, and shall file a certificate of service thereof. ~~A form of a chapter 13 plan may be obtained from the chapter 13 trustee or from the office of the United States trustee.~~Chapter 13 plans shall substantially conform to Local Form 3015-1.

RULE 3015-3. CHAPTER 13 - CONFIRMATION

~~3016. Filing of Plan and Disclosure Statement in Chapter 9 Municipality and Chapter 11 Reorganization Cases~~

A. Certification of Payment of Domestic Support Obligations. Within fifteen (15) days before the date set for confirmation of a Chapter 12 or Chapter 13 plan, if the debtor is required by a judicial or administrative order, or by statute, to pay any domestic support obligation, the debtor shall file a verified statement on Local Form 3015-3 (Pre-Confirmation Certification), certifying that the debtor has paid all amounts that are required to be paid under such domestic support obligation in

accordance with 11 U.S.C. § 1325(a). If the debtor is not required to pay any amounts under a domestic support obligation, then the debtor shall file a verified statement on Local Form 3015-3 (Pre-Confirmation Certification) certifying that the debtor has no such obligations.

~~A party filing a disclosure statement shall submit separately therewith a proposed order and notice of hearing on disclosure statement substantially conforming to the official form. If the debtor has elected under section 1121(e) of the Code to be considered a small business, the debtor shall submit, at the time of filing a disclosure statement, a proposed order conditionally approving the disclosure statement, fixing a time for filing objections to the disclosure statement, fixing a date for the hearing on final approval of the disclosure statement to be held if a timely objection is filed, fixing a time within which the holders of claims and interests may accept or reject the plan, and fixing a date for the hearing on confirmation.~~

B. Certification Regarding Tax Returns. Within fifteen (15) days before the date set for confirmation of a plan, the debtor shall file a verified statement on Local Form 3015-3, certifying that all applicable federal, state and local tax returns required by 11 U.S.C. §§ 1308 and 1325(a)(9) have been filed with the appropriate taxing authority.

RULE 3018-1. BALLOTS – VOTING ON PLANS

~~3018.—Acceptance or Rejection of Plan in a Chapter 9 Municipality or a Chapter 11 Reorganization Case~~

The person designated in a plan to receive ballots to accept or reject a plan shall file a tabulation of the ballots at least three (3) days prior to the date set for hearing on confirmation of the plan ~~and shall serve a copy of the tabulation on the plan proponent, debtor's counsel (or debtor, if unrepresented), counsel to any committee appointed under the Code, the United States trustee, and all other persons who have requested notices in the case.~~ The tabulation shall include the numbers and percentages of acceptances and rejections of each impaired class, and whether each such impaired class is deemed to accept or reject the plan.

~~3020.—Deposit: Confirmation of Plan in a Chapter 9 Municipality or a Chapter 11 Reorganization Case~~

RULE 3020-1. CHAPTER 11 – CONFIRMATION

The plan proponent shall have the original ballots present at the hearing on confirmation of a plan. The ballots may be introduced into evidence upon request of the Court or a party in interest.

~~3070.—Payments under Chapter 12 Plans~~

~~All payments to the chapter 12 trustee shall be made by certified or cashier's check or money order. Neither personal checks nor cash will be accepted as payments under a chapter 12 plan.~~

~~3071.—Payments under Chapter 13 Plans~~

RULE 3070-1. CHAPTER 13 – PAYMENTS

~~(a)~~A. Chapter 13 plans shall state a total amount per month to be paid to the ~~chapter~~Chapter 13 trustee and shall state the length of the plan in months.

~~(b)~~B. The debtor shall commence making payments to the ~~chapter~~Chapter 13 trustee under a ~~chapter~~Chapter 13 plan within ~~45~~thirty (30) days after the date of the ~~filing of the petition~~order for relief. All payments made by the debtor to the ~~chapter~~Chapter 13 trustee shall be made by certified or cashier's check or money order. Chapter 13 plan payments made by recipients of wage deduction orders or other payment orders may be made to the ~~chapter~~Chapter 13 trustee by check. If any entity tenders a plan payment check which is dishonored, the ~~chapter~~Chapter 13 trustee may require all future ~~chapter~~Chapter 13 plan payments from such entity to be made by certified or cashier's check or money order.

~~(c)~~C. Cash will not be accepted by the ~~chapter~~Chapter 13 trustee from any entity as payment under a ~~chapter~~Chapter 13 plan.

D. Unless otherwise agreed by the Chapter 13 trustee, Chapter 13 plan payments shall be made to the trustee under a wage deduction order or other payment order directed to an entity from whom the debtor receives income. The debtor shall submit a wage deduction order or payment order on Local Form 3070-1D.

RULE 3070-2. CHAPTER 12 – PAYMENTS

All payments to the Chapter 12 trustee shall be made by certified or cashier's check or money order. Neither personal checks nor cash will be accepted as payment under a Chapter 12 plan.

PART IV. THE DEBTOR: DUTIES AND BENEFITS

~~4001. Relief From Automatic Stay; Prohibiting or Conditioning the Use, Sale, or Lease of Property; Use of Cash Collateral; Obtaining Credit; Agreements~~

RULE 4001-1. AUTOMATIC STAY – RELIEF FROM

~~(a)~~A. **Relief from the Automatic Stay of Section 11 U.S.C. § 362(a).** A motion for relief from the automatic stay of ~~section 11 U.S.C. § 362(a)~~of the Code shall be clearly designated as such in the title of the pleading. Failure to do so may be deemed by the Court to be a waiver of the benefits of an expeditious hearing and automatic termination of the stay upon the conditions stated in ~~section 11 U.S.C. § 362(e)~~of the Code.

~~(b)~~B. **Motions Seeking Relief in Addition to Relief from the Automatic Stay of Section 11 U.S.C. § 362(a) and Abandonment of Property.**

1. Where a motion for relief from the automatic stay of ~~section 11 U.S.C. § 362(a)~~and abandonment of property includes a request for ~~any~~ additional relief other than

abandonment of property or adequate protection, such-a request shall constitute a waiver of the right to an expeditious hearing and automatic termination of the stay upon the conditions stated in ~~section~~11 U.S.C. § 362(e) of the Code.

~~(e)~~ 2. If a motion for relief is combined with a request for abandonment, the motion shall be served on all creditors pursuant to Bankruptcy Rule 6007 unless an order limiting notice is entered by the Court.

3. If movant seeks a waiver of the 10-day stay under Bankruptcy Rule 4001(a)(3), such request must be clearly designated in the title of the pleading and must show cause why such waiver should be granted.

C. Notice of Motions Under Bankruptcy Rule 4001. A motion filed under 11 U.S.C. §§ 362, 363(e), or 364 shall be served upon the debtor, debtor's counsel, counsel for any official committee (or if no committee in a Chapter 11 case, upon the list of 20 largest unsecured creditors), trustee, the United States Trustee, any parties affected by the motion or having an interest in the property affected by the motion, and all parties in interest who have requested notice in the case.

D. Relief from the Codebtor Stay. A motion for relief from the codebtor stay provided by ~~section~~11 U.S.C. §§ 1201(a) or 1301(a) ~~of the Code~~ shall be designated as "Motion for Relief from Codebtor Stay." Failure to do so may be deemed a waiver of the benefit of automatic termination of the stay upon the conditions stated in ~~section~~11 U.S.C. §§ 1201(d) or 1301(d) ~~of the Code~~. The motion shall be served upon the debtor, the debtor's counsel, trustee, any individual that is liable on the debt with the debtor (i.e., a codebtor), and all parties in interest who have requested notice in the case, affording them twenty-three (23) days (which includes the three (3) days for mailing as prescribed by Bankruptcy Rule 9006(f)) within which to object.

~~(d)~~**E. Discovery.** In connection with motions for relief from the automatic stay, the time within which responses to discovery requests are due is shortened from 30 to 12 days. Depositions may be taken after the expiration of ~~10 calendar~~five (5) business days after service of the motion for relief from the automatic stay.

~~(e)~~**F. Applicability of Local Rule ~~9013, 9014, 9013-1, 9014-1~~.** Local Rules 9013-1 and 9014-1 apply to motions for relief from the automatic stay, ~~except for motions made pursuant to sections 1201(e)(2) and 1301(e)(2) of the Code.~~

G. Confirmation that Automatic Stay is Terminated. A request for an order under 11 U.S.C. § 362(j), confirming that the automatic stay has been terminated, may be made by application. An application pursuant to 11 U.S.C. § 362(j) shall provide the following information, as appropriate in the circumstances for each prior case: (1) if the prior filing was in this Court, the complete case caption, date of filing and date of dismissal; and/or (2) if the prior filing was in any other court, then, in addition to the requirements of (1), the movant shall also file relevant copies of all court records reflecting the information provided in subsection (1).

H. Continuation of the Automatic Stay. A motion for continuation of the automatic

stay under 11 U.S.C. § 362(c)(3)(B) shall be filed within five (5) days of the filing of the petition. The debtor shall serve such motion on all creditors to be stayed, the United States Trustee, the trustee, counsel for any official committee (or if no committee in a Chapter 11 case, upon the list of 20 largest unsecured creditors), and all holders of liens on and interests in any property to be affected by the stay. Failure to comply with this rule may result in denial of the motion without further notice or a hearing.

~~4002.—Duties of Debtor~~

RULE 4002-1. DEBTOR – DUTIES

A. Failure to Appear at Meeting of Creditors. In a joint case when only one debtor spouse appears at the meeting of creditors, the non-appearing debtor may be dismissed from the case pursuant to a motion under ~~Local Rule 1017~~. Bankruptcy Rules 1017 and 2002(a).

B. Duty to Provide Information about Domestic Support Obligations in Cases Under Chapters 7, 11, 12 and 13. Within fifteen (15) days after the filing of the schedules and statements under Bankruptcy Rule 1007(b)(1), an individual debtor in a case under Chapter 7, 11, 12 or 13 shall provide to the trustee on Local Form 4002-1B the following information regarding any domestic support obligations (as defined in 11 U.S.C. § 101(14A)): (1) the name, address and telephone number of all domestic support obligation claimants and (2) the current name and address of the debtor's employer. The debtor shall notify the trustee of any changes in such information until the debtor's discharge is granted or denied.

C. Filing of, and Access to, Income Tax Returns. A party in interest may file and serve upon the debtor and debtor's counsel a request, pursuant to 11 U.S.C. § 521(f), that an individual debtor in a case pending under Chapters 7, 11 or 13, file with the Clerk the debtor's federal income tax returns. Within seven (7) days of the filing of the request, the debtor shall redact personal data identifiers, as specifically set forth in Local Rule 1007-1(H), and file such tax returns as a secure event in accordance with ECF Administrative Guide. A party in interest seeking access to a debtor's tax information shall file a motion that includes: (i) a description of the movant's status in the case, to allow the Court to ascertain whether the movant may properly be given access to the requested tax information; (ii) a description of the specific tax information sought; (iii) a statement indicating that the information cannot be obtained by the movant from any other source; and (iv) a statement showing a demonstrated need for the tax information. If the motion is granted, the requesting party shall pay the appropriate copying fees and provide to the Clerk a stamped, self-addressed envelope or retrieve the permitted tax information in person from the Clerk. **TAX INFORMATION OBTAINED BY A PARTY IN INTEREST SHALL BE TREATED AS CONFIDENTIAL. SANCTIONS MAY BE IMPOSED FOR IMPROPER USE, DISCLOSURE OR DISSEMINATION OF SUCH TAX INFORMATION.**

RULE 4003-2. LIEN AVOIDANCE

A separate motion under Bankruptcy Rule 4003(d) shall be filed with respect to each creditor that holds a lien on exempt property that the debtor seeks to avoid pursuant to 11 U.S.C. § 522(f).

RULE 4004-1. DISCHARGE

A. Statement of Whether 11 U.S.C. § 522(q) is Applicable. Within twenty (20) days following the filing of a notice by an individual debtor in a Chapter 11 case or a trustee in a Chapter 12 or Chapter 13 case that the debtor has paid all payments due under the plan, or in conjunction with the filing of a motion for hardship discharge, the debtor shall file a statement on Local Form 4004-1 (Certification and Request for Issuance of Discharge) indicating whether 11 U.S.C. § 522(q)(1) may be applicable to the debtor or if there is pending a proceeding in which the debtor may be found guilty of a felony of the kind described in 11 U.S.C. § 522(q)(1)(A) or liable for a debt of the kind described in 11 U.S.C. § 522(q)(1)(B). Such statement shall be served upon the trustee, if any, all creditors and all parties in interest who have requested notice, affording them fifteen (15) days, including three (3) days for mailing as prescribed by Bankruptcy Rule 9006(f), from the date of the filing of the statement to object to the debtor's discharge.

B. Certification of Payment of Domestic Support Obligations. If the debtor in a Chapter 12 or 13 case is required by a judicial or administrative order, or by statute, to pay any domestic support obligation, the debtor shall file a verified statement certifying that the debtor has paid all amounts that are required to be paid under such domestic support obligation in accordance with 11 U.S.C. §§ 1228(a) or 1328(a) on Local Form 4004-1 (Certification and Request for Issuance of Discharge). If the debtor is not required to pay any amounts under a domestic support obligation, then the debtor shall file a verified statement certifying that the debtor has no such obligations on Local Form 4004-1 (Certification and Request for Issuance of Discharge).

1. The certification of payment of domestic support obligations shall be filed by the debtor not earlier than the date of the last payment made under the plan or the date of the filing of a motion for entry of discharge under 11 U.S.C. §§ 1228(b) or 1328(b).

2. If the certification of payment of domestic support obligations is not timely filed, the case may be closed without a discharge.

RULE 4008-1. REAFFIRMATION

A. All Reaffirmation Agreements shall substantially conform to the procedural form prescribed by the Administrative Office of the United States Courts, available on the Court's website (<http://www.oknb.uscourts.gov>).

B. The debtor shall file concurrently with each Reaffirmation Agreement a statement of the total income and total expense amounts stated on Schedules I and J on Local Form 4008-1B. If there is a difference between the total income and expense amounts stated on Schedules I and J and the income and expense amounts stated in Part D of the Reaffirmation Agreement, the debtor shall include on Local Form 4008-1B an explanation of any difference.

PART V. COURTS AND CLERKS

~~5003. Records Kept by the Clerk~~

RULE 5003-1. CLERK - GENERAL

~~(a)~~**A. Exhibits.** Original exhibits introduced in any hearing and held by the Clerk may be disposed of by the Clerk:

~~(1) After 20 days notice to the party introducing the exhibits to retrieve the exhibits, or~~

~~(2) Thirty days after the case is closed, without notice to the party introducing the exhibits.~~

~~(b)~~1. after giving the party introducing the exhibits twenty (20) days notice to retrieve the exhibits, or

2. thirty (30) days after the case or proceeding is closed, without notice.

B. Stipulation to Custody of Exhibits by Counsel. With the consent of the Court, parties participating in an evidentiary hearing may stipulate (1) that counsel for the party who introduces exhibits into evidence at the hearing may maintain custody of the original exhibits; (2) that counsel maintaining custody of the original exhibits shall insure the integrity and availability of the exhibits until ninety (90) days after the case or adversary proceeding is closed; and (3) that counsel maintaining custody of the original exhibits shall tender them to the Clerk in their original form in the event that such exhibits are designated as part of the record on appeal, or in the event that counsel can no longer maintain custody, integrity, or availability of the exhibits (i.e., change in location, retirement from practice, etc.). A written stipulation shall be signed by counsel for all parties participating in the hearing, approved by the Court, and filed in the case or adversary proceeding. A list of all exhibits offered by each party participating in the hearing shall be attached to the stipulation prior to filing.

C. Official Mailing List. The Clerk shall maintain, and update as necessary, the Official Mailing List for each bankruptcy case which shall include: (1) the name and address of the debtor, the debtor's counsel, the trustee, the United States Trustee, and any members of any official committee appointed in the case, and its counsel; (2) the names and addresses of all persons or entities on the Creditor List as it may be amended (see Local Rule 1007-1(D)); (3) the names and addresses of all persons or entities on the Equity Security Holders List as it may be amended (see Local Rule 1007-1(D)), if applicable; (4) the name and address of all persons or entities who file an entry of appearance and request for notice in the case; (5) the name and address of creditors who file a Proof of Claim in the case; and (6) the name and address of interest holders who file a Proof of Interest in the case. This listing shall be known as the Official Mailing List.

D. Redaction of Transcripts. In compliance with the policy of the Judicial Conference of the United States on electronic availability of transcripts, access to every electronic transcript filed with the Court initially will be restricted to the Court and parties to the case or proceeding, as applicable, to allow such interested parties the opportunity to review the transcript and file a request

that personal data identifiers be redacted prior to the transcript being made available to the public. It is the responsibility of the parties to monitor the docket for the filing of the transcript.

1. Within seven (7) days after the filing by the transcriber of an official transcript with the Clerk's office, a party may inform the Court, by filing a Request for Redaction with the Clerk, of the party's intent to redact personal data identifiers from the electronic transcript of the court proceeding. Such personal data identifiers include: social security numbers, financial account numbers, names of minor children, dates of birth, and home addresses of individuals.

2. If no Request for Redaction is timely filed, the Court will assume that no redaction of personal data identifiers from the transcript is necessary, and the transcript will be made electronically available to the general public after expiration of the seven-day period prescribed above unless the Court, for good cause, finds that a transcript should not be made publicly available for a period of up to sixty (60) days.

3. If a Request for Redaction is timely filed by a party following the filing of the official transcript with the Clerk's office, the official transcript will not be made electronically available to the general public until the redaction occurs. Within twenty-one (21) days after the filing of the transcript, or longer if the Court so orders, the parties shall file a List of Items to be Redacted indicating the location of the personal data identifiers in the transcript by including the page and paragraph or line where the personal data identifiers are located. The Clerk will notify the transcriber and the transcriber shall partially redact the personal data identifiers, identified by the parties, from the electronic transcript as follows: social security numbers to the last four digits, financial account numbers to the last four digits, names of minor children to the initials, dates of birth to the year, and home addresses of individuals to the city and state. The transcriber will then file the Redacted Transcript that will be publicly available.

4. During the twenty-one (21) day period after the filing of the unredacted transcript, or longer if the Court so orders, parties may file a motion with the Court for any additional redactions to the transcripts. The transcript shall not be electronically available to the public until the Court has ruled upon any such motion.

5. Parties who receive access to the unredacted transcript as a result of the initial restricted filing of the official transcript are prohibited from disseminating any portion of the unredacted transcript and are prohibited from using any personal data identifiers for any purpose not related to the case or proceeding.

RULE 5005-1. FILING REQUIREMENTS

A. Electronic Filing. All documents submitted to the Clerk for filing, regardless of where or when the case or proceeding was originally commenced, shall be filed electronically pursuant to these Local Rules and the ECF Administrative Guide. The foregoing shall not apply to: (1) documents filed by a pro se party; (2) proofs of claim or interest filed by the claimant or interest holder; or (3) reaffirmation agreements if neither party to the agreement is represented by counsel. See also Local Rule 3002-1(A). If paper documents are filed, the Clerk shall scan and upload the images to the ECF System. Documents described in subsection (2) and (3) above may be filed electronically.

The electronic filing of a pleading or other paper in accordance with these Local Rules and the ECF Administrative Guide shall constitute entry of that pleading or other paper on the docket kept by the Clerk under Bankruptcy Rule 5003.

B. Filing Fee. Any document presented for filing without proper provision for payment of the filing fee may not be accepted for filing by the Clerk.

C. Registration. Each attorney must register with the Court in accordance with the procedures set forth in the ECF Administrative Guide in order to file pleadings and documents electronically.

Registered participants of the ECF System shall be responsible for maintaining current registration information on the ECF System, e.g., mailing addresses, email addresses, etc.

D. Conversion; Amendment to Creditor List; Fee. In a Chapter 11, 12, or 13 case which is converted to a case under Chapter 7, no filing fee shall be required for filing the amendment to the Creditor List required by Local Rule 1019-1 (A) if the amendment is filed within fifteen (15) days following the entry of the order converting case or notice of conversion.

E. Certificate of Service of a Document. The Notice of Electronic Filing created by the ECF System serves as the Certificate of Service of a document whether the original document was filed electronically or in paper format.

1. If all parties who are entitled to receive notice are served by the ECF System, no separate Certificate of Service is necessary.

2. For parties not listed on the Notice of Electronic Filing who are entitled to receive notice and parties who are entitled to service pursuant to Bankruptcy Rule 9014(b) and/or 7004, the party serving notice shall either include a Certificate of Service in the document certifying the date of service, the manner of service, and the names and addresses of the persons and entities served or file a separate Certificate of Service containing the same information. If a separate Certificate of Service is filed electronically, the Certificate of Service shall specifically identify the document served and the docket entry shall relate the Certificate of Service to the document served by docket number. If the Certificate of Service

is filed in paper form, the following must be attached: (1) a copy of the first page of the document served and (2) a copy of the first page of the Notice of Electronic Filing of the document.

F. Privacy. A party filing a document shall redact the following personal data identifiers appearing in pleadings or other papers filed with the Court: names of minor children (use minors' initials); all but the last four digits of any bank, savings or similar financial account numbers; all but the last four digits of any social security number; and all birth date information except the year. The responsibility for redacting personal identifiers rests solely with the filing party. **THE CLERK WILL NOT REVIEW DOCUMENTS FOR COMPLIANCE WITH THIS RULE. SEAL DOCUMENTS CONTAINING PERSONAL DATA IDENTIFIERS WITHOUT A COURT ORDER, OR REDACT SUCH INFORMATION FROM DOCUMENTS.**

G. Documents Under Seal. A motion to file a document under seal shall be filed electronically. Pursuant to an order of the Court, a party may file a document under seal by delivering the document to be sealed to the Clerk along with a copy of the Court's order authorizing such paper filing.

RULE 5010-1. REOPENING CASES

If a party seeks to reopen a case or proceeding that does not appear on the ECF System, the party shall contact the ECF System Help Desk (contact information is available on the Court's website (<http://www.oknb.uscourts.gov>)) to request that the docket of the case or proceeding be entered into the ECF System before filing a motion to reopen the case or proceeding.

RULE 5011-1. WITHDRAWAL OF REFERENCE

A. A motion for withdrawal of a case or proceeding pursuant to Bankruptcy Rule 5011(a) and responses thereto shall be filed with the Clerk of the Bankruptcy Court. See [District Court Local Rules](#) for provisions governing withdrawal motions.

~~5005. Filing and Transmittal of Papers~~

~~(a) The Clerk shall prescribe the number of copies that must accompany any paper tendered for filing.~~

B. Unless otherwise ordered by the Court, a motion for withdrawal shall not toll, suspend, or otherwise change the time period for filing responsive pleadings or motions in pending matters.

~~(b) A proposed notice of hearing shall accompany any pleading for which a hearing is desired by the party submitting the pleading, or for which a hearing is contemplated by the Bankruptcy Rules or these Local Rules. The proposed notice of hearing shall not be attached to the pleading, but shall be a separate document submitted to the Clerk. A form of a notice of hearing shall be made available by the Clerk. The party submitting the notice of hearing shall be responsible for service of the notice of hearing upon the proper parties, and service shall be~~

~~documented pursuant to Local Rule 2002(f). Failure to submit a proposed notice of hearing, if required by these Local Rules, may, in the sole discretion of the Court, constitute grounds to strike the particular pleading, and may be deemed a waiver of a hearing and a consent to the entry of an order on the pleadings.~~

RULE 5011-2. ABSTENTION

~~(c) Except for motions and other requests for relief that contain a notice of opportunity for hearing pursuant to Local Rule 9013(c), motions or other request for relief that may be ruled upon without a hearing under the Bankruptcy Rules or these Local Rules shall be accompanied by a proposed order. The proposed order shall not be attached to the motion or other request for relief, but shall be a separate document submitted to the Clerk contemporaneously with the filing of the motion or other request for relief. Failure to submit a proposed order constitutes grounds to strike the motion or other request for relief.~~

Unless otherwise ordered by the Court, a motion for abstention shall not toll, suspend, or otherwise change the time period for filing responsive pleadings or motions in pending matters.

~~(d) Papers may be filed by facsimile or other electronic means only with leave of the Court on such conditions as the Court may prescribe.~~

RULE 5080-1. FEES - GENERAL

(e) All fees must be paid on the calendar day on which the transaction requiring a fee occurs. If a filing fee is not timely paid, the pleading or document may be stricken without further notice or a hearing. Any document presented for paper filing without proper provision for payment of the filing fee may not be accepted for filing by the Clerk. If any fee is not timely paid, the filing party shall be denied access to the ECF System until all fees due have been paid.

~~(f) In a chapter 11, 12, or 13 case which is converted to a case under chapter 7, no filing fee shall be required for filing the amendment to the Official Mailing Matrix required by Local Rule 1019.~~

~~(g) Local Rules 5005 (b) and (c) do not apply to a motion for summary judgment. See Local Rule 7056.~~

~~(h) See also Local Rule 9004(f).~~

5011. Withdrawal and Abstention from Hearing a Proceeding

~~A motion for withdrawal of a case or proceeding brought pursuant to Bankruptcy Rule 5011(a) shall be filed with the Clerk of the Bankruptcy Court. No proposed order is required to be submitted with such motion. Withdrawal and abstention motions are governed by specific District Court Local Rules.~~

5070. Payment to the Clerk by Check

~~The Clerk shall maintain a list of persons who have tendered checks to the Clerk that were dishonored. The Clerk may thereafter refuse to accept checks from such persons.~~

PART VI. COLLECTION AND LIQUIDATION OF THE ESTATE

RULE 6004-1. SALE OF ESTATE PROPERTY

~~6004. Use, Sale, or Lease of Property~~

~~(a)~~A. Notice of Use, Sale, or Lease of Property Not in the Ordinary Course of Business.

~~(1)~~1. ~~Local Rules 5005(b) and (c), and Rule 9013-de-1~~ does not apply to a notice of proposed use, sale, or lease of property made pursuant to Bankruptcy Rule 6004(a).

~~(2)~~2. The notice of proposed use, sale, or lease of property not in the ordinary course of business shall include the information set forth in Bankruptcy Rule 2002(c)(1). If a date of the proposed action is included in the notice, the notice shall also include the following statement in a ~~separately-numbered~~separate paragraph: ~~"~~"Objections to the proposed action [use, sale, lease, ~~use~~] of the above-described property must be filed and served not less than five (5) days before the date set for the proposed action. If no objection is timely filed or served, the proposed action may be taken without further notice or hearing."

The notice of proposed use, sale, or lease of property not in the ordinary course of business shall be served in accordance with Bankruptcy Rule 6004(a) and, if applicable, Bankruptcy Rule 2002(d)(3).

~~(b)~~B. Sale Free and Clear of Liens and Other Interests.

~~(1)~~1. Local Rule 9013-1 does not apply to a motion for authority to sell property free and clear of liens and other interests made pursuant to Bankruptcy Rule 6004(c) or to objections thereto. The motion shall be accompanied by ~~the~~ a separate notice required by Bankruptcy Rule 6004(a) which shall include the information required by Bankruptcy Rules 2002(c)(1) and 6004(c), and the following statement in a ~~separately-numbered~~separate paragraph: ~~"~~"Objections to the proposed sale must be filed and served not less than five (5) days before the date set for the hearing. If no objection is timely filed or served, the court may strike the hearing and grant the requested relief without further notice or a hearing."~~The movant may obtain a hearing date from the Clerk or Courtroom Deputy."~~ Hearing dates may be obtained from the Court's website (<http://www.oknb.uscourts.gov>).

~~(2)~~2. The ~~Notice~~notice shall be served pursuant to Bankruptcy Rule 6004(a) and (c), and, if applicable, Bankruptcy Rule 2002(d)(3). Service of the motion and the ~~Notice~~ notice shall be accomplished within three (3) days of the filing of the motion and ~~Notice~~ notice, and a certificate of service shall be filed no later than five (5) days prior to the hearing date. See Local Rule 2002-1(E).

~~6006.—Assumption, Rejection, and Assignment of Executory Contracts and Unexpired Leases~~
RULE 6006-1. EXECUTORY CONTRACTS

Notice of a motion to assume, assume and assign, or reject an executory contract or unexpired lease, or notice of a motion to require the trustee or debtor in-possession to assume, assume and assign, or reject an executory contract or unexpired lease, shall be given by the moving party to parties identified in Bankruptcy Rule 6006(c) and to the debtor, the trustee ~~and,~~ any committee appointed under ~~section 11 U.S.C. §§ 705 or 1102 of the Code and 1102,~~ counsel for each of the foregoing, all entities known by the trustee or the debtor in-possession to ~~possess~~assert or claim a lien or other interest in the contract or lease, and ~~any party~~all parties in interest who ~~has~~have requested ~~notices~~notice in the case. If assumption of a contract or lease under which there has been a default is proposed, the motion shall describe the default and proposed method of satisfying the provisions of ~~section 11 U.S.C. § 365(b) of the Code.~~

~~6007.—Abandonment or Disposition of Property~~
RULE 6007-1. ABANDONMENT

~~(a)~~A. **Service of Notice of Intent to Abandon.**

~~(1)~~1. Property with an estimated gross value of \$1,000 or less may be abandoned by a trustee or debtor in possession after filing a report of intent to abandon with the Court, and without any other notice or hearing.

~~(2)~~2. Notice by the trustee or debtor in possession of a proposed abandonment of property with an estimated gross value greater than \$1,000 shall be in accordance with Bankruptcy Rule 6007(a) and Local Rule Rules 2002(f-1(E) and 9013-1(B).

~~(b)~~B. **Motion by Party in Interest.** ~~See Local Rules 9013 and 9014.~~ Movant shall give notice of the motion to the trustee or debtor-in-possession and to parties identified in Bankruptcy Rule 6007(a). See Local Rule 9013-1(B).

C. **Objections.** The time to file and serve an objection to a motion filed under Bankruptcy Rule 6007(a) or (b) shall be fifteen (15) days from the date of filing of the notice, including the three (3) days required for mailing under Bankruptcy Rule 9006(f).

RULE 6008-1. REDEMPTION

Notice of a motion for redemption of property from a lien or sale shall be given to the debtor, debtor's counsel, trustee, United States Trustee, any parties affected by the motion or having an interest in the property affected by the motion, and all parties in interest who have requested notices in the case. The time to file an objection or response to the motion shall be fifteen (15) days, which includes the three (3) days for mailing as prescribed by Bankruptcy Rule 9006(f). See Local Rule 9013-1(B).

PART VII. ADVERSARY PROCEEDINGS

~~7003.—Commencement of Adversary Proceeding~~
~~Every~~

RULE 7003-1. COVER SHEET

An adversary complaint not filed through the ECF System shall be accompanied by a cover sheet in a form prescribed by the Clerk, an Adversary Proceeding Cover Sheet, completed pursuant to the instructions on the Official Form.

RULE 7004-1. SERVICE OF PROCESS

A. The Certificate of Service of a pleading upon a domestic or foreign corporation, a partnership, or other unincorporated association pursuant to Bankruptcy Rule 7004(b)(3) or upon an insured depository institution pursuant to Bankruptcy Rule 7004(h) must identify the individual to whom service was addressed by name and/or title.

B. The Certificate of Service of a pleading upon an insured depository institution pursuant to Bankruptcy Rule 7004(h) shall indicate:

1. That such entity is an insured depository institution;
2. Whether the institution has appeared by its attorney in the bankruptcy case; and
3. Manner of service.

C. If a party is served at the address designated by the party in its proof of claim as the address where notices should be sent, the Certificate of Service shall so indicate.

D. When serving a summons and complaint on a debtor pursuant to Bankruptcy Rule 7004(b)(9) and 7004(g), service shall also be made on the attorney representing the debtor in the main bankruptcy case, regardless of whether the attorney has or intends to enter an appearance in the adversary proceeding.

RULE 7004-2. SUMMONS

A. The Clerk shall automatically issue a summons after an adversary complaint is filed.

~~7004.—Process; Service of Summons, Complaint~~

~~— (a) — Prior to the issuance of a summons by the Clerk, a party requesting a summons shall submit two copies of each requested summons to the Clerk. The caption of the summons shall include the caption of the case as well as the adversary proceeding. The name of the defendant to be served shall be specified in the summons. In the space on the summons designated for the “name and address of plaintiff’s attorney,” the plaintiff shall also provide the telephone number of the plaintiff’s attorney, or the telephone number of the plaintiff, if the plaintiff is pro se.~~

B. If the complaint is filed through the ECF System, the Clerk shall email the summons to the filing attorney for completion and service. Proof of service of a summons shall be filed pursuant to these Local Rules.

~~(b)~~ **C.** In the case of service upon the United States, in addition to the requirements of Bankruptcy Rule 7004(b)(4), if a summons is directed to an agency, department, or instrumentality of the United States shown on the list maintained by the Clerk referred to in Local Rule 1007(c) is involved, a copy of the summons and complaint shall also be served on the agency, department, or instrumentality at the address specified on the Clerk's list. list maintained by the Clerk in accordance with Local Rule 1007-1(J).

RULE 7005-1. CERTIFICATE OF SERVICE (ADVERSARY PROCEEDINGS)

A. See Local Rule 5005-1(E).

B. Service under Bankruptcy Rule 7005 may be accomplished by electronic means through the ECF System upon those persons who have registered in the ECF System. See also Local Rule 9036-1.

~~7005. Service and Filing of Pleadings and Other Papers~~

~~— (a) — The Clerk shall prescribe the number of copies of pleadings and other papers to be submitted for filing in an adversary proceeding.~~

RULE 7005-2. FILING OF DISCOVERY MATERIALS

~~— (b) — Requests for oral depositions, interrogatories, requests for production of documents, requests for admissions, and answers and responses thereto shall be served on all parties to the adversary proceeding, but shall not be filed unless so ordered by the Court or attached to a pleading for use in the proceeding. If Court intervention is sought concerning any discovery matter, copies of the portions of the discovery material at issue shall be attached as exhibits to the discovery motion or, if voluminous, filed contemporaneously as an appendix to the discovery motion.~~ Copies of relevant discovery materials may also be filed in a like manner in connection with any response to a discovery motion.

RULE 7007-1. MOTION PRACTICE (ADVERSARY PROCEEDINGS)

~~(c) — Papers may be filed by facsimile or other electronic means only with leave of the Court on such conditions as the Court may prescribe.~~ **A.**

~~7007. Pleadings Allowed; Briefs~~ **(a) — Briefs.** Except for those motions enumerated in subparagraph (b) of this rule, each motion, application, or objection filed in an adversary proceeding shall include, or be accompanied by, a concise brief, not exceeding twenty (20) pages in length, exclusive of attachments or appendices. A brief in opposition, not exceeding twenty (20) pages in length, exclusive of attachments or appendices, if filed, shall be filed within fifteen (15) days after the filing of the original motion, application, or objection, and a reply brief to the brief in opposition, not exceeding ten (10) pages in length, exclusive of attachments or appendices, if filed,

shall be filed within ten (10) days after filing of the brief in opposition. No other briefs shall be permitted without leave of Court. The failure to file a brief with a motion, or failure to file a response brief or reply brief within the time parameters set forth herein shall constitute consent that the Court may rule without further notice on the pleadings timely submitted.

~~(b)~~**B. Motions Not Requiring Briefs.** No brief is required by either movant or respondent in connection with the following motions filed in an adversary proceeding:

~~(1)~~1. To extend the time for the performance of an action required or allowed to be done, if the request is made before the expiration of the period originally prescribed, or as extended by previous orders;

~~(2)~~2. To continue a pretrial, status, or scheduling conference, a hearing, or the trial of an action;

~~(3)~~3. To amend pleadings;

~~(4)~~4. To file supplemental pleadings;

~~(5)~~5. For substitution of parties;

~~(6)~~6. To name additional parties; and

~~(7)~~7. To stay proceedings to enforce a judgment.

The motions set forth above shall contain a statement that opposing counsel has been consulted regarding the requested relief and that the opposing party either consents or objects.

~~(c)~~**C. Motions for Summary Judgment.** See Local Rule 7056-1 for additional requirements in connection with the form of motions for summary judgment and briefs in support and opposition thereto.

RULE 7007.1-1 CORPORATE OWNERSHIP STATEMENT

Any corporation, other than a governmental unit, that is a party to an adversary proceeding shall complete and file Local Form 7007.1-1, identifying all publicly held corporations, other than a governmental unit, that directly or indirectly own ten percent (10%) or more of any class of the corporation's equity interest, or stating that there are no such entities to report. The corporate ownership statement shall be filed concurrently with the first pleading filed by a corporate entity in the proceeding. A supplemental corporate ownership statement shall be filed promptly to reflect any change in the information that is required to be disclosed. See also Local Rule 9014-1(B) regarding participants in contested matters and Local Rule 2003-2 regarding members of creditors' committees.

RULE 7010-1. FORM OF PLEADINGS

See Local Rules 9004-1 and 9004-2.

~~7010.—Form of Pleadings~~

~~—See Local Rule 9004.~~

RULE 7012-1. RESPONSIVE PLEADINGS

~~7012.—Defenses and Objections—When and How Presented—By Pleading or Motion—Motion for Judgment on the Pleadings~~

Extensions of Time. Upon request filed within the time permitted to serve an answer or responsive pleading to a complaint, the Clerk is authorized to grant the defendant the first extension of time, not to exceed fifteen (15) days, within which to respond to the complaint. Subsequent requests for extension of time shall contain a statement that counsel for plaintiff has been consulted regarding the requested extension and ~~whether~~that the plaintiff either consents or objects.

RULE 7016-1. PRETRIAL PROCEDURES

~~7016.—Pretrial Procedure; Formulating Issues~~

~~(a)~~A. Failure to attend a pretrial conference or failure to comply with the instructions contained in the order setting a pretrial conference or a scheduling order may result in an order adverse to the party failing to attend or comply, including dismissal or entry of judgment.

~~(b)~~B. A motion to continue a pretrial conference must state the reason therefor, and shall contain a statement that the adverse party has been consulted regarding the requested continuance and ~~whether~~that the adverse party either consents or objects. The motion shall be filed not later than five (5) days prior to the date set for the pretrial conference, ~~and shall be accompanied by a proposed order.~~

~~(c) — Unless the Court orders otherwise, Local Rule 9017 applies in adversary proceedings.~~C.~~(d)~~ Unless the Court orders otherwise, the plaintiff shall prepare the initial draft of a proposed pretrial order. The proposed pretrial order, which shall be submitted ~~to the Court~~in accordance with Local Rule 9072-1(D), shall be the product of cooperation between and among the parties and shall be signed by all parties as an agreed pretrial order.

D. Unless the Court orders otherwise, Local Rule 9070-1 applies in adversary proceedings.

RULE 7026-1. DISCOVERY – GENERAL

~~7026.—General Provisions Governing Discovery~~

~~(a)~~A. Filing of pleadings and other papers, including certain discovery papers, is governed by Local Rule 7005;7005-2.

~~(b)~~B. Every motion or objection relating to a discovery dispute shall contain a statement that counsel for the moving party has consulted with counsel for the adverse party concerning the motion or objection and the parties have failed to resolve the discovery dispute despite good faith efforts. If the parties agree that certain discovery orders such as discovery scheduling orders or protective orders should be entered, the parties may submit a joint motion and a proposed agreed order. The proposed agreed order shall be submitted to the Court in accordance with Local Rule 5005(e). ~~(e) Rules 26(a)(1), (2) and (3), the first sentence of Rule 26(d), and Rule 26(f) of the Federal Rules of Civil Procedure shall not apply to adversary proceedings or contested matters.~~9072-1(B).

RULE 7030-1. DEPOSITIONS

~~7030. Depositions Upon Oral Examination~~

~~(a)~~ Before filing a notice of deposition of a party, counsel for the party seeking to take the deposition shall make a good faith effort to confer with the proposed deponent through deponent's¹ counsel, if any, to arrange an agreeable date, time, and place for the deposition.

~~7038. Jury Trial of Right~~

~~(a) Rule 38 of the Federal Rules of Civil Procedure applies in cases and proceedings before this Court, except that a jury demand shall be filed in accordance with Bankruptcy Rule 5005.~~

RULE 7041-1. DISMISSAL OF ADVERSARY PROCEEDINGS

~~(b) Rule 38.1 of the District Court Local Rules applies in cases and proceedings before this Court.~~A.

~~(c) If the right to a jury trial applies and a timely demand for trial by a jury has been filed, the parties may consent to have a jury trial conducted by a bankruptcy judge by jointly or separately filing a statement of consent no later than 10 days after the last date upon which a timely jury demand may be made.~~

~~7039. Trial By Jury or By the Court~~

~~Rule 39 of the Federal Rules of Civil Procedure applies in cases and proceedings before this Court.~~

~~7041. Dismissal of Adversary Proceedings.~~ ~~(a)~~ A plaintiff may not voluntarily dismiss a complaint objecting to the discharge of the debtor without ~~notice to all parties in interest in the bankruptcy case~~approval of the Court. A motion to dismiss such a complaint shall ~~be prepared in accordance with Local Rule 9013(a), (b) and (c) and shall be served upon the trustee, the United States trustee, all creditors, and any person who has requested notices in the case.~~ Responses to the motion to dismiss shall be made within 15 days of the date the motion was filed and shall be filed and served upon the moving party. Such responses are governed by ~~Local Rule 9013(d).~~;

1. be prepared in accordance with Local Rule 9013-1(B);

2. be served upon the trustee, the United States Trustee, all creditors, and all parties in interest in the underlying bankruptcy case in accordance with Local Rule 9013-1(G);

3. give notice of the fact that the motion seeks dismissal of an objection to discharge under 11 U.S.C. § 727;

4. give all parties in interest an opportunity to assume prosecution of the adversary proceeding; and

5. disclose any consideration given in exchange for the filing of the motion.

~~(b) — Bankruptcy Rule 7041B.~~ Responses to the motion to dismiss shall be made within fifteen (15) days of the date the motion was filed, including the three (3) days required for mailing under Bankruptcy Rule 9006(f), and shall be filed and served upon the moving party.

C. Rule 41 of the Federal Rules of Civil Procedure, made applicable by Bankruptcy Rule 7041, applies in all contested matters. See Bankruptcy Rule 9014.

~~7043. Lists to Assist Jury Deliberations~~

RULE 7054-1. COSTS – TAXATION

~~(a) — Witnesses Called. Upon completion of a jury trial where six or more witnesses have testified, the parties shall jointly provide to the courtroom deputy a list of witnesses who testified. The courtroom deputy shall provide the list to the jury to assist in deliberations.~~

~~(b) — Exhibits Received. Upon completion of a jury trial where six or more exhibits have been received into evidence, the parties shall each provide a list of admitted exhibits to the courtroom deputy. The courtroom deputy shall provide the lists to the jury to assist in deliberations.~~

~~7047. Selection of Jurors; Communications with Jurors~~

~~(a) — Rule 47 of the Federal Rules of Civil Procedure applies in cases and proceedings before this Court.~~

~~(b) — The jury plan of the District Court governs jury selection in this Court.~~

~~(c) — Rule 47.2 of the District Court Local Rules regarding communications with jurors applies in cases and proceedings before this Court.~~

~~7048. Number of Jurors — Participation in Verdict~~

~~(a) — Rule 48 of the Federal Rules of Civil Procedure applies in cases and proceedings before this Court.~~

~~(b) — Rule 48.1 of the District Court Local Rules applies in cases and proceedings before this Court.~~

~~7049. Special Verdicts and Interrogatories~~

~~Rule 49 of the Federal Rules of Civil Procedure applies in cases and proceedings before this Court.~~

~~7050. Judgment as a Matter of Law in Actions Tried by Jury; Alternative Motion for New Trial; Conditional Rulings.~~

~~Rule 50 of the Federal Rules of Civil Procedure applies in cases and proceedings before this Court.~~

~~7051. Instructions to Jury; Objection~~

~~Rule 51 of the Federal Rules of Civil Procedure applies in cases and proceedings before this Court.~~

~~7054. Judgment; Costs~~ The Clerk is not authorized to tax costs unless presented with a judgment that specifically awards costs to the party seeking costs.

RULE 7055-1. DEFAULT

~~7056. Summary Judgment~~

~~(a)A.~~ A party seeking default judgment shall file (1) a Request for Entry of Default and (2) a Motion for Default Judgment. The movant shall also submit to the Court, but not file, a proposed Default Judgment.

1. Entry of Default. A party seeking entry of default pursuant to Rule 55(a) of the Federal Rules of Civil Procedure shall file a Request for Entry of Default by the Clerk (see Local Form 7055-1A), which shall be accompanied by an affidavit setting forth:

- a. The date of issuance of the summons;
- b. The date of service of the complaint;
- c. The date of filing of an affidavit of service;
- d. The date a responsive pleading was due by virtue of Bankruptcy Rule 7012 and extensions of time, if any, granted to the defendant;
- e. A statement that no answer or motion was received within the time permitted by Bankruptcy Rule 7012 and any extensions of time granted to the defendant;
- f. A statement, pursuant to Bankruptcy Rule 55(b)(1) of the Federal Rules of Civil Procedure, that the party against whom default is requested is not an infant or incompetent person; and
- g. A statement, pursuant to the Servicemembers Civil Relief Act, 50 U.S.C.A. App. § 521,

(1) declaring whether or not the defendant is in the military service and supplying necessary facts to support the declaration; or

(2) declaring that the plaintiff is unable to determine whether the defendant is in the military service.

2. Motion for Default Judgment. A motion for default judgment shall state the factual basis upon which the plaintiff relies to prove each element of each claim for which a default judgment is requested. The Court will determine whether judgment should be entered and may set the matter for hearing in order to make such determination. See Local Form 7055-1B.

B. Proposed Form of Default Judgment. A proposed Default Judgment shall be submitted to the Court pursuant to Local Rule 9072-1(B). See Local Form 7055-1C.

RULE 7056-1. SUMMARY JUDGMENT

A. Brief in Support of Motion for Summary Judgment. ~~—~~ A motion for summary judgment (or partial summary judgment) shall include or be accompanied by a brief in support thereof, not exceeding twenty (20) pages in length, exclusive of attachments or appendices. A brief in support of a motion for summary judgment (or partial summary judgment) shall begin with a section that contains a concise statement of material facts as to which movant contends no genuine issue exists. Each fact shall be stated in a separately numbered paragraph and shall refer with particularity to those portions of the affidavits, discovery materials, pleadings, or other parts of the record before the Court upon which the movant relies. The movant shall not incorporate by reference arguments, replies, documents or portions of documents that were presented in earlier filings or other proceedings. Affidavits, discovery materials, pleadings, and other relevant portions of the record upon which the movant relies shall be attached to the brief, ~~or, if lengthy, submitted in a separate appendix to the brief.~~ The statement of material facts shall be followed by the movant's argument and authorities. The Court may strike, or decline to consider, substantive arguments that appear only in affidavits or other supporting documentation.

~~(b)~~ **B. Response Brief.** A brief in response to a motion for summary judgment (or partial summary judgment), not exceeding twenty (20) pages in length, exclusive of attachments or appendices, shall be filed within fifteen (15) days after the filing of the brief in support of the motion for summary judgment. The response brief shall begin with a section stating, by paragraph number, each of the movant's facts to which the non-movant contends a genuine issue exists, and shall refer with particularity to those portions of affidavits, discovery materials, pleadings, and other relevant parts of the record before the Court upon which the non-movant relies to dispute the movant's fact. All properly supported material facts set forth in the movant's statement shall be deemed admitted for the purpose of summary judgment unless specifically controverted by a statement of the non-movant that is supported by evidentiary material.

If the non-movant contends that other material facts exist which preclude summary judgment, the non-movant shall set forth each such material fact in a separately numbered paragraph and shall refer with particularity to those portions of affidavits, discovery materials, pleadings, and other relevant parts of the record before the Court upon which the non-movant relies ~~to dispute the movant's fact~~. Affidavits, discovery materials, pleadings, and other relevant portions of the record upon which the non-movant relies shall be attached to the brief, ~~or, if lengthy, submitted in a separate appendix to the brief~~.

The non-movant's dispute of movant's statement of material facts and statement of other material facts, if any, shall be followed by the non-movant's argument and authorities. The non-movant shall not incorporate by reference arguments, replies, documents or portions of documents that were presented in earlier filings or other proceedings. The Court may strike, or decline to consider, substantive arguments that appear only in affidavits or other supporting documentation.

~~(e)~~C. **Reply Briefs to Address New Matters.** The movant may file a reply brief ~~within,~~ not exceeding ten (10) pages in length, exclusive of attachments or appendices, within ten (10) days after date the response brief was filed, but such reply brief shall address only new matters set forth in the non-movant's response brief. Affidavits, discovery materials, pleadings, and other relevant portions of the record upon which the movant relies in its reply shall be attached to the reply brief. The respondent shall not incorporate by reference arguments, replies, documents or portions of documents that were presented in earlier filings or other proceedings. The Court may strike, or decline to consider, substantive arguments that appear only in affidavits or other supporting documentation.

~~(d)~~D. **The Record.** The record on summary judgment shall consist of all materials permitted by Rule 56 of the Federal Rules of Civil Procedure that are properly in the record before the Court. Documentary evidence must be authenticated by affidavit or otherwise demonstrated to be admissible under the Federal Rules of Evidence in order to be considered on summary judgment.

~~(e)~~ E. **Hearing.** Unless a hearing is requested by a party, a hearing shall be deemed waived and the motion for summary judgment will be ripe for decision upon the expiration of the time for filing responses and replies, if any, under these rules or as otherwise set by the Court.

~~(f)~~ ~~Time. Bankruptcy Rule 9006 governs the calculation of time with respect to motions and briefs permitted by this Local Rule.~~

PART VIII. APPEALS TO DISTRICT COURT OR BANKRUPTCY APPELLATE PANEL

~~8006. Record and Issues on Appeal~~

Part VIII of these Local Rules shall not apply to appeals to the BAP. The BAP rules, which are available on the Court's website (<http://www.oknb.uscourts.gov>), apply to all appeals unless and until a party elects to have the appeal heard by the District Court pursuant to 28 U.S.C. § 158(c)(1).

Upon such election, Part VIII of these Local Rules shall apply to the appeal.

RULE 8006-1. DESIGNATION OF RECORD – APPEAL

~~(a)~~A. A designation of items to be included in the record on appeal shall describe the items to be included by docket number, filing date, and the title or a description of the item.

~~(b)~~B. File-Stamped copies of items designated ~~items furnished to the Clerk~~ pursuant to Bankruptcy Rule 8006 shall be ~~file stamped if the original item bears a file stamp~~furnished to the Clerk. See Local Rule 1001-1(H)(11).

~~(c)~~C. If a party fails to provide the Clerk with copies of designated items, the party shall advance to the Clerk the cost of copying the items.

~~(d)~~D. The Clerk shall notify the bankruptcy judge if any party fails to take action necessary to enable the Clerk to assemble and transmit the record. The notice shall be in writing and filed in the case or proceeding.

RULE 8007-1. COMPLETION AND TRANSMISSION OF RECORD – APPEAL

~~8007. Completion and Transmission of the Record; Docketing of the Appeal~~ ~~—(a)~~A. The reporter's endorsed request for a transcript and the reporter's request for extension of time pursuant to Bankruptcy Rule 8007(a) shall be filed with the Clerk.

~~(b)~~B. If any party to an appeal from an order of the Bankruptcy Court to the District Court fails to timely designate the items to be included in the record on appeal, fails to make satisfactory arrangements for the production of a transcript or for the copying of designated items by the Clerk, or otherwise fails to take action necessary to enable the Clerk to assemble and transmit the record, ~~—~~

~~(1)~~1. Any other party to the appeal may file in the ~~District~~Bankruptcy Court a motion to dismiss the appeal, in which event the following procedure shall be followed:

~~(A) — Movant shall promptly submit a file stamped copy of the motion to dismiss the appeal to the Clerk of the Bankruptcy Court; —(B)~~a. Movant shall, within ten (10) days after filing the motion to dismiss the appeal, file with the Clerk ~~of the Bankruptcy Court~~ and serve on other parties to the appeal a designation of record for purposes of hearing the motion to dismiss, pursuant to Bankruptcy Rule 8007(c);

~~(C)~~b. Other parties to the appeal shall, within ten (10) days after service of the movant's designation under subsection ~~(B)~~a above, file and serve a designation of additional items to be included in the record for purposes of hearing the motion to dismiss, pursuant to Bankruptcy Rule 8007(c);

~~(D)~~c. The parties shall make arrangements for delivery of or ordering

copies, transcripts, and the like as prescribed in Bankruptcy Rules 8006 and 8007(a); and

~~(E)~~d. When the record is complete for purposes of the motion to dismiss the appeal, the Clerk shall transmit a copy thereof forthwith to the Clerk of the District Court.

~~(2)~~2. The Bankruptcy Court may, on its own motion or on request of any party to the appeal, direct the Clerk to transmit the record in its then-existing, incomplete form, together with a certification of the reasons why such record is incomplete, to the Clerk of the District Court.

~~8008. Filing and Service~~

~~All papers filed by parties to the appeal in the District Court prior to transmission of the record on appeal to the District Court Clerk shall also be filed in the Bankruptcy Court.~~

~~8070. Non-Applicability of Part VIII of Local Rules to Appeals to the BAP~~

~~Part VIII of these Local Rules shall not apply to appeals to the BAP, unless and until a party elects to have the appeal heard by the District Court pursuant to 28 U.S.C. § 158(e)(1) and applicable BAP rules, and thereafter, Part VIII of these Local Rules shall apply to the appeal.~~

PART IX. GENERAL PROVISIONS

~~9001. General Definitions~~

RULE 9001-1. DEFINITIONS

See Local Rule 1001.

~~9004. General Requirements of Form (a)1001-1(H).~~

RULE 9004-1. PAPERS – REQUIREMENTS OF FORM

A. Documents ~~which are drawn for the purpose of filing~~ and pleadings filed in a case or proceeding shall be ~~on white paper no more than~~ formatted to be 8-1/2 inches wide by 11 inches long; ~~shall be in no less than 12 point font (including footnotes), shall have margins of no less than one inch, and~~ shall be drawn upon one side of the page only; ~~unless a prescribed official form is two-sided; and shall be two-hole punched in the center of the top margin.~~ All pleadings and briefs shall be double spaced.

~~(b)~~B. Documents which were ~~drawn~~ drafted for another purpose, but which are tendered for filing in a case or proceeding as attachments, exhibits, etc., should be enlarged or reduced to conform to the size requirement in subsection ~~(a)~~ A of this rule, unless reducing the size of the document will render the document unreadable.

~~(c) The style of any document filed in a case or proceeding shall contain the caption of the case as prescribed by Bankruptcy Rule 1005 and shall list~~C. When a document is signed by an attorney, the attorney's full name, state bar number, address, email address, telephone number, facsimile number (if applicable), and name of party or parties represented shall be shown on the document beneath the signature line. See also Section XI of the ECF Administrative Guide.

D. When a document is signed by a debtor, the debtor's name shall be signed as it appears in the style of the case.

E. See Local Rule 5005-1(E).

F. When a pleading or other paper is filed electronically in accordance with these Local Rules and the ECF Administrative Guide, the ECF System shall generate and email a Notice of Electronic Filing to the filing party and any other registered party who has requested electronic notice in that case or proceeding.

1. If the recipient is a registered user of the ECF System, the Clerk's emailing of the Notice of Electronic Filing shall be the equivalent of service of the pleading or other paper by first class mail, postage prepaid, except in the case of a summons and complaint, or other pleading that must be served pursuant to Bankruptcy Rule 7004. See also Bankruptcy 9014(b).

2. Service by electronic means is not effective if the party making service learns that the attempted service was not electronically delivered to the person to be served.

RULE 9004-2. CAPTION

A. The caption of each pleading, proposed order or other document shall include the name of the court, title of the case, the bankruptcy case number and adversary number, if any, assigned by the Clerk, and shall include, directly under the case number, the number of the chapter of the Code under which the case is pending. The document shall be titled so as to clearly describe the nature of the document.

~~(1)~~1. An "amendment" "Amendment to" a document consists of information which modifies or supplements a document. The original document remains effective except for the amendment. An amendment to a document shall be clearly identified as "Amendment to [name of original document]."

~~(2)~~2. An "amended" "Amended" document consists of a replacement document which entirely supersedes an original document. An amended document shall be clearly identified as "Amended [name of original document]."

~~(d) When a document is signed by an attorney, the attorney's full name, state bar number, address, telephone number, facsimile number (if applicable), and name of~~

party or parties represented shall be shown on the document beneath the signature line.

RULE 9006-1. TIME PERIODS

~~(e)~~ When a document is signed by a debtor, the debtor's name shall be signed as it appears in the style of the case A.

~~(f)~~ Service of all pleadings shall be memorialized by a certificate of service signed by the person causing service to be made, certifying the date of service, the manner of service, and the names and addresses of the persons and entities served. If service is not to be accomplished on the day the pleading is filed, a separate certificate of service shall be filed to which a copy of the first page of the pleading served shall be attached.

~~9006. Time~~ ~~(a)~~ **Enlargement or Reduction of Time.** All ~~requests~~ applications for enlargement of time under Bankruptcy Rule 9006(b) or reductions of time under Bankruptcy Rule 9006(c) shall include in the caption of the application appropriate language such as "Request for Expedited Hearing" or "Request for Expedited Ruling" or "Request for Shortened Notice" and shall state:

~~(1)~~ 1. The cause for such request;

~~(2)~~ 2. The date due without the requested enlargement or reduction;

~~(3)~~ 3. The dates of any previous applications and the results thereof; and

~~(4)~~ 4. A statement that the consent of the other parties in interest has been requested, whether such parties consent or object, and the identity of parties consenting or objecting; or if consent was not requested, the reason therefor.

~~(b)~~ B. **Continuances.** All ~~requests~~ applications for continuances of hearings shall be in writing, shall be filed ~~at least three days~~ by 4:30 p.m. on the third business day prior to the date set for the hearing, shall state cause for such request, and shall contain a statement that all other parties to the hearing have been contacted regarding the requested continuance and whether such parties consent or object. If an emergency renders a timely ~~motion~~ application impossible, the motion shall describe the emergency and shall represent that a timely ~~motion~~ application was impossible. Continuances are not favored by the Court and the Court may, in its discretion, deny a request for a continuance notwithstanding consent to a continuance by all parties to the matter or proceeding.

A hearing may be continued by the Court from time to time without further notice other than an announcement at the originally scheduled hearing of the date of the continued hearing.

~~(e)~~ C. **Ex-partes ~~ruling~~ Parte Ruling.** Requests described in subsections ~~(a)~~ A and ~~(b)~~ B of this rule may be ruled upon ex parte. ~~See also Local Rule 5005(e).~~

RULE 9010-1. ATTORNEYS – NOTICE OF APPEARANCE

~~9010.—Representation and Appearances; Powers of Attorney; Scheduling Conflicts~~

~~(a)~~**A.** **Eligibility to Practice.** An attorney who has been admitted to practice and remains in good standing before the United States District Court for the Northern, Western, or Eastern Districts of Oklahoma, or before the Supreme Court of the State of Oklahoma, may practice before this Court without special permission. An attorney so admitted shall file pleadings and documents electronically with the Court in compliance with these Local Rules and the ECF Administrative Guide.

~~(b)~~**B.** **Permission to Appear Pro Hac Vice.** An attorney who has been admitted to practice and remains in good standing before any other ~~Court~~court of the United States, or before the highest ~~Court~~court of any other State, and who is familiar with these Local Rules may practice before this Court by permission of and on such conditions as may be set by the Court. Permission to practice before the Court may be requested by filing a written motion in the main bankruptcy case (or by making an oral request during any proceeding before ~~this~~the Court, followed by a written motion—~~See Rule 5005(e)~~) and paying the appropriate admission fee to the Clerk of the United States District Court for the Northern District of Oklahoma, 333 W. Fourth Street, Room 411, Tulsa, Oklahoma 74103. An attorney so admitted shall file pleadings and documents electronically with the Court in compliance with these Local Rules and the ECF Administrative Guide. Admission in a particular bankruptcy case shall also serve as admission in any and all adversary proceedings filed in the bankruptcy case.

~~(c)~~**C.** **Entry of Appearance.** An attorney appearing for a party in a case or adversary proceeding who desires to receive notices pursuant to Bankruptcy Rule 2002(g) must file an entry of appearance requesting notices. ~~—See also Local Rule 9004(d).~~

~~(d)~~**D.** **Withdrawal.** An attorney shall be permitted to withdraw from a case or a proceeding, or both, only upon leave of Court. A request to withdraw shall state the reason therefor, the current status of the case including the pendency of any hearings, and whether substitute counsel has been obtained by the client. The request shall be served upon the client and other ~~interested~~ parties in interest. Withdrawal may be conditioned upon such terms as the Court may require.

~~(e) —Scheduling Conflicts. The Interim Standing Order, Misc. Order No. 100, captioned In re Guidelines for Resolving Scheduling Conflicts with Federal District Courts in the State of Oklahoma, Oklahoma State Courts, and the United States Court of Appeals for the Tenth Circuit, effective October 1, 1998, is incorporated herein. A copy of the Interim Standing Order is appended to these rules as Appendix A.~~ **E.** **Rules of Professional Conduct.** The Oklahoma Rules of Professional Conduct are incorporated herein as rules governing attorney conduct before this Court. See Title 5 of the Oklahoma Statutes, Chapter 1, App. 3-A.

~~9013.—Motions; Form and Service~~

(a)F. Scheduling Conflicts. Pursuant to the General Order entered by the United States Court of Appeals for the Tenth Circuit on May 21, 1998, and for the purpose of resolving conflicts that arise in scheduling between this Court and federal district courts in the State of Oklahoma, Oklahoma district and appellate courts, or the United States Court of Appeals for the Tenth Circuit, the Court adopts the following guidelines:

1. An attorney shall not be deemed to have a conflict unless:

a. the attorney is lead counsel in two or more of the actions affected; and

b. the attorney certifies that the matters cannot be adequately handled, and the client's interest adequately protected, by other counsel for the party in the action or by other attorneys in the lead counsel's firm; certifies compliance with this rule and has nevertheless been unable to resolve the conflicts; and certifies in the notice a proposed resolution by list of such cases in the order of priority specified by this rule.

2. When an attorney is scheduled for a day certain by trial calendar, special setting or court order to appear in two or more courts (trial or appellate, state or federal), the attorney shall give prompt written notice, as specified in (1) above, of the conflict to opposing counsel, to the clerk of each court and to the judge before whom each action is set for hearing (or to an appropriate judge if there has been no designation of a presiding judge). The written notice shall contain the attorney's proposed resolution of the appearance conflicts in accordance with the priorities established by this rule and shall set forth the order of cases to be tried with a listing of the date and data required by (2)(a)-(d) as to each case arranged in the order in which the cases should prevail under this rule. Attorneys confronted by such conflicts are expected to give written notice as soon as the conflict arises but in any event at least seven (7) days prior to the date of the conflicting settings. In resolving scheduling conflicts, the following priorities should ordinarily prevail:

a. Criminal (felony) actions should prevail over civil actions set for trial or appellate proceedings;

b. Jury trials shall prevail over non-jury matters, including trials and administrative proceedings;

c. Trials should prevail over appellate arguments, hearings, conferences;

d. Appellate proceedings prevail over all hearings, other than actual trials;

e. Within each of the above categories only, the action which was first set shall take precedence.

3. In addition to the above priorities, consideration should be given to the comparative age of the cases, their complexity, the estimated trial time, the number of attorneys and parties involved, whether the trial involves a jury, and the difficulty or ease of rescheduling.

4. The judges of the courts involved in a scheduling conflict shall promptly confer, resolve the conflict, and notify counsel of the resolution. The judge presiding over the older case (i.e., the earliest filed case) will be responsible for initiating this communication.

5. Conflict resolution shall not require the continuance of the other matter or matters not having priority. In the event the matter determined to have priority is disposed of prior to the scheduled time set, the attorney shall immediately notify all affected parties, including the court(s) affected, of the disposal and shall, absent good cause shown to the court(s), proceed with the remaining case or cases which did not have priority if the setting was not vacated.

6. Nothing in these guidelines is intended to prevent courts from voluntarily yielding a favorable scheduling position, and judges of all courts are urged to communicate with each other in an effort to lessen the impact of conflicts and continuances on all courts.

RULE 9011-1. ATTORNEYS – DUTIES

Petitions, lists, schedules, statements, amendments, pleadings, affidavits, motions, and other documents which must contain original signatures or which require verification under Bankruptcy Rule 1008 or an unsworn declaration, as provided in 28 U.S.C. § 1746, shall be filed electronically. The attorney of record or the party originating the document shall maintain documents with original signatures filed in a bankruptcy case for at least one year after the case is closed. In adversary proceedings, the attorney of record or party originating the document shall maintain documents with original signatures filed in the proceeding until after the proceeding is concluded and all time periods for appeals have expired. Upon request, the original document shall be provided to other parties or the Court for review.

RULE 9011-2. PRO SE PARTIES

Pro se filers shall file signed paper originals of all petitions, lists, schedules, statements, amendments, pleadings, affidavits, and other documents that contain original signatures, verifications, or unsworn declarations under any rule or statute. The Clerk shall image the documents for filing and maintain the original paper documents in accordance with Bankruptcy Rule 5003. Lists of creditors shall be submitted to the Clerk in electronic format concurrently with the filing of the petition. Pro se filers may obtain assistance from the Clerk in producing a list of creditors in the appropriate electronic format.

RULE 9011-4. SIGNATURES

A. Every pleading or other document electronically filed shall contain a signature. The filing attorney shall indicate a signature on each signature line by inserting “s/Jane Doe” or a scanned signature on each applicable line. Bankruptcy Rule 9011 applies to all documents filed.

B. The electronic filing of a petition, pleading, motion, or other paper by an attorney constitutes the signature of that attorney. The attorney signing the document that is filed must match the identity of the attorney whose ECF System password was used to file the document. One attorney cannot file a document using another attorney's ECF password.

C. Dates of signatures on the electronically filed document must be the same as the date the document was actually signed.

D. The following procedure applies when a stipulation or other document requires two or more signatures:

1. The filing attorney shall initially confirm that the content of the document to be filed is acceptable to all persons required to sign the document and shall obtain the physical signatures of all parties on the document. For purposes of this rule, physical, facsimile or electronic signatures are permitted. A document may be signed in counterparts.

2. The filing attorney shall then file the document electronically, indicating the signatures, e.g., "s/Jane Doe," of all appropriate persons.

RULE 9013-1. MOTIONS; FORM AND SERVICE

A. **Hearing on Request for Relief.** When relief is requested by the filing of a motion or other request for relief, unless a hearing is required by the Code, applicable rules, or a Court order, such a request for relief requires only notice of an opportunity for a hearing.

B. Notice of Opportunity for Hearing.

~~(b) **Time and Manner of Service.** When a motion is filed, a file stamped copy of the motion shall be served by the movant upon all parties entitled to receive notice thereof within two (2) days of the filing date. Mailing of the motion in compliance with Bankruptcy Rule 7004(b), and in the case of notice to an agency, department or instrumentality of the United States to the address maintained by the Clerk specified in Local Rule 1007(c), properly addressed, within two (2) days of the filing date shall constitute compliance with this rule.~~

~~(c) **Notice of Opportunity for Hearing.**~~ ~~(1)~~ Except for requests for relief specified in ~~subdivision (e)~~ subsection (D), if a motion or other request for relief is filed for which the Code does not require a hearing but permits an opportunity for a hearing as defined by ~~section 102(1) of the Code, and a hearing is not requested by the movant~~ 11 U.S.C. § 102(1), the movant shall include the following language in the title of the request for relief: ~~"and~~ And Notice of Opportunity for Hearing," ~~and the.~~ The body of the motion shall contain the following statement:

NOTICE OF OPPORTUNITY FOR HEARING

Your rights may be affected. You should read this document carefully and consult your attorney about your rights and the effect of this document. If you do not want the Court to grant the requested relief, or you wish to have your views considered, you must file a written response or objection to the requested relief with the Clerk of the United States Bankruptcy Court for the Northern District of Oklahoma, 224 South Boulder, Tulsa, Oklahoma 74103 no later than * days from the date of filing of this request for relief. You should also ~~mail~~serve a file-stamped copy of your response or objection to the undersigned movant/movant's attorney [and others who are required to be served] and file a certificate of service with the Court. If no response or objection is timely filed, the Court may grant the requested relief without a hearing or further notice. The * day period includes the three (3) days allowed for mailing provided for in ~~Rule 9006(f)~~ Fed. R. Bankr. ~~Proe~~P. 9006(f).

***The moving party shall ~~insert~~calculate the appropriate response time. If a response time ~~to a request for relief is~~ prescribed ~~elsewhere~~ by applicable statute, rule, or order, ~~such response time shall be used~~the moving party shall add to the prescribed response time unless service is accomplished by hand delivery, the three (3) days required for mailing under Bankruptcy Rule 9006(f). If a response time is not prescribed elsewhereby applicable statute, rule, or order, the response time shall be 15 days.fifteen (15) days, including the three (3) days required for mailing under Bankruptcy Rule 9006(f).**

After expiration of the time for filing a response or objection, if no response or objection is timely filed and if the movant has complied with this Local Rule 9013~~(e)~~(1)(B), the movant may file a request for entry of an order granting the requested relief, and the Court may grant the relief requested without further notice or a hearing. The request for entry of an order shall state the facts of service of the original request for relief and that no response or objection has been timely filed, or if untimely filed, stating the pertinent facts. ~~A~~If the request for entry of an order is filed using the ECF System, it should be related to the request for relief by docket number, and, if an order other than a Text-Only Order is desired, a proposed order should be submitted to the Court pursuant to these Local Rules and the ECF Administrative Guide. If the party requesting entry of an order is not required to electronically file documents, a copy of the original request for relief shall be~~submitted~~attached to the request for entry of an order, and a proposed order may be submitted (but not filed) with the request for entry of an order. A proposed order shall accompany, but not be attached to, the request for entry of an order. See Local Rule 9072-1.

~~(2) Procedure If a Hearing is Requested by Movant or Is Otherwise Required. If a motion or other request for relief is filed for which a hearing is required, or if a hearing is requested by the movant, the movant shall submit to the Clerk a proposed notice of hearing along with, but not attached to, the request for relief. See also Local Rule 5005(b).~~

~~————— (3) Ex Parte Motions and Requests for Relief. See Local Rule 5005(c).~~

~~————— (d) Responses to Requests for Relief. If a response to a motion or to a request for relief is filed, and no hearing has been set, the respondent shall submit to the Clerk a proposed notice of hearing, together with, but not attached to, the responsive pleading. If the respondent does not resist the requested relief or request other relief, or the Code, rules, or Court order does not require a hearing or an opportunity for a hearing, no notice of hearing need be submitted. See also Local Rule 5005(b).~~

C. Amended Motions. Unless otherwise ordered, the time for filing a response or objection to a motion filed under Local Rule 9013-1(B) shall recommence upon the filing of any amendment, correction, supplement or modification to the motion, even if such amendment, correction, supplement or modification is in response to a notice of deficiency filed by the Clerk or the Court. A file-stamped copy of the amendment, correction, supplement or modification shall be served pursuant to Local Rules 9004-1(F) and 9013-1(G).

~~(e)~~ D. Exceptions. Subsection (~~e~~B) of this rule does not apply to:

~~—(1)~~1. A notice of sale not in the ordinary course of business made pursuant to Bankruptcy Rule 6004(a). See Local Rule 6004-1(aA).

~~—(2)~~2. An objection to a proposed use, sale, or lease of property pursuant to Bankruptcy Rule 6004 (b). See Local Rule 6004-1(aA) and (~~b~~B).

~~—(3)~~3. A motion for sale free and clear of liens and/or interests made pursuant to Bankruptcy Rule 6004(c). See Local Rule 6004-1(bB).

~~—(4)~~4. An objection to a disclosure statement made pursuant to Bankruptcy Rule 3017(a) or 3017.1(c)(2).

~~—(5)~~5. An objection to confirmation of a plan filed pursuant to Bankruptcy Rule 3020 (b)(1).

~~—(6)~~6. Any request for relief brought pursuant to Part VII—(Adversary Proceedings) or Part VIII—(Appeals to District Court~~-or Bankruptcy Appellate Panel-~~) of the Bankruptcy Rules, except in the case of a motion to dismiss a complaint objecting to discharge. See Local Rule 7041-7041-1.

~~—(7)~~7. An objection to confirmation of a plan in a ~~chapter~~Chapter 12 or 13 case filed pursuant to Bankruptcy Rule 3015(f).

~~————— (8) A motion for relief from the stay of action against a codebtor provided by sections 1201(e)(2) and 1301(c)(2) of the Code.~~

~~—(9)~~8. A motion made pursuant to Bankruptcy Rule 9011(~~ac~~c).

~~-(10)9.~~ A motion for summary judgment made pursuant to Bankruptcy Rule 7056. See Local Rule ~~7056.~~7056-1.

~~-(11)10.~~ A motion for withdrawal of a case or proceeding brought pursuant to Bankruptcy Rule 5011(a). See Local Rule ~~5011.~~5011-1.

~~-(12)11.~~ A motion to appoint a trustee or examiner pursuant to ~~§ 1104 of the Code.~~11 U.S.C. § 1104.

~~(F)~~ **E. Motions Not Prosecuted.** Motions or other requests for relief made under subsection ~~(eB)~~ of this rule that are pending in a case at the time a case is closed will be stricken for lack of prosecution. The final order ~~closing~~disposing of the case will operate as the order striking any such motions or other requests for relief.

~~(g)~~ **F. Untimely Pleadings.** Pleadings, including but not limited to objections, responses, briefs, and supplements to pleadings, that are filed later than ~~three~~4:30 p.m. on the third business ~~days before~~day prior to the date set for hearing ~~scheduled~~ on the matter to which the pleading relates may be disregarded by the Court.

G. Time and Manner of Service of Motions.

1. If the recipient of notice or service is a registered participant in the ECF System, service by the ECF System of the Notice of Electronic Filing shall be the equivalent of service of the pleading by first-class mail, postage prepaid.

2. If the party entitled to notice or service is not a registered participant in the ECF System, or a the party is entitled to service pursuant to Bankruptcy Rule 9014(b) and 7004, when a motion is filed, a file-stamped copy of the motion shall be served by the movant upon all such parties entitled to receive notice thereof within two (2) days of the filing date. Mailing of the motion in compliance with Bankruptcy Rule 7004(b), and in the case of notice to an agency, department or instrumentality of the United States, to the address maintained by the Clerk specified in Local Rule 1007-1(J), properly addressed, within two (2) days of the filing date shall constitute compliance with this rule. Movant shall file a Certificate of Service within five (5) days after filing the motion in compliance with Local Rule 5005-1(E). If the Certificate of Service is not timely filed, the Court may deny the motion without notice to the movant.

~~9014.—Contested Matters~~

RULE 9014-1. CONTESTED MATTERS

~~(a)~~ **A. Applicability of Notice of Opportunity for Hearing Procedure.** Local Rule 9013-1 applies to motions or objections initiating contested matters, except to the extent excluded by ~~subdivision (e) thereof~~Local Rule 9013-1(D).

B. Corporate Ownership Statement. Bankruptcy Rule 7007.1 and Local Rule 7007.1-1 apply in contested matters. Any corporation, other than a governmental unit, that is a participant in a contested matter shall complete and file Local Form 7007.1-1 identifying all publicly held corporations, other than a governmental unit, that directly or indirectly own ten percent (10%) or more of any class of the corporation's equity interest, or stating that there are no such entities to report. The corporate ownership statement shall be filed concurrently with such corporation's first request for relief or response or objection to a request for relief. A supplemental corporate ownership statement shall be filed promptly to reflect any change in the information that is required to be disclosed.

~~(b)~~ **C. Certificate of Service.** See ~~also~~ Local Rule 5005-1(~~b~~E).

~~(e)~~ **D. Dismissing or Withdrawing Pleadings that Initiate Contested Matters.** Bankruptcy Rule 7041 applies to dismissals and withdrawals of ~~pleadings that initiate contested matters~~ motions to which a response or objection has been filed. A motion to which an objection has been filed may not be withdrawn without an order of the Court. An application to withdraw the motion shall indicate that opposing parties either consent or object to withdrawal of the motion.

RULE 9015-1. JURY TRIAL

A. Consent to Jury Trial by Bankruptcy Court. If the right to a jury trial applies and a timely demand for trial by a jury has been filed, the parties may consent to have a jury trial conducted by a bankruptcy judge by jointly or separately filing a statement of consent no later than ten (10) days after the last date upon which a timely jury demand may be made.

B. List of Witnesses Called. Upon completion of a jury trial, the parties shall jointly provide to the courtroom deputy a list of witnesses who testified. The courtroom deputy shall provide the list to the jury to assist in deliberations.

~~9015.—Jury Trial~~

C. List of Exhibits Received. Upon completion of a jury trial, the parties shall each provide a list of admitted exhibits to the courtroom deputy. The courtroom deputy shall provide the lists to the jury to assist in deliberations.

~~—See Local Rule 7038.~~

D. Selection of Jurors. The jury plan of the District Court governs jury selection in this Court.

~~9017.—Evidence~~

E. Communications with Jurors. Rule 47.2 of the District Court Local Rules regarding communications with jurors applies in cases and proceedings before this Court.

~~Copies of pre-marked exhibits intended to be introduced at a hearing and a list of witnesses intended to be called in a case or proceeding shall be transmitted to each interested party in a manner calculated to be received at least three days prior to the scheduled hearing date. Two~~

~~copies of such pre-marked exhibits and witness lists shall be submitted to, but not filed with, the Clerk at least three days prior to the hearing. This rule does not apply to hearings in a Chapter 13 case unless the matter is specially set for an evidentiary hearing or unless specifically ordered by the Court.~~

RULE 9019-1. SETTLEMENTS

~~9019.—Compromise and Arbitration~~

Motions filed by the trustee or debtor-in-possession pursuant to Bankruptcy Rule 9019 to approve the compromise or settlement of controversies shall be filed in the bankruptcy case and shall be served on the debtor, debtor's counsel, the United States ~~trustee~~Trustee, and parties who have requested notices in the case. If a proposed settlement or compromise of an adversary proceeding affects the estate, the parties shall file a joint motion for approval of such compromise in the adversary proceeding and in the bankruptcy case and serve the motion upon the debtor, debtor's counsel, the trustee, the United States ~~trustee~~Trustee, and parties who have requested ~~notices~~notice in the case. A motion filed under this rule shall describe with specificity the contentions of the parties and the basis and terms of the settlement. A motion filed under this rule may utilize the procedure for notice of opportunity for hearing contained in Local Rule 9013-1(eB). The Court, in its discretion, may set the motion for hearing notwithstanding compliance with the procedures of Local Rule 9013-1(eB). A notice of hearing on the motion shall be served on the parties ~~name~~named above pursuant ~~with~~to Bankruptcy Rule 2002(a)(3) and Local Rule 2002-1(aA).

~~9034.—Transmittal of Pleadings, Motion Papers, Objections, and Other Papers to the United States Trustee
Papers required to be transmitted to the United States trustee pursuant to Bankruptcy Rule 9034 may be delivered to the Clerk at the time of filing the paper.~~

~~9070.—Alternative Dispute Resolution~~

RULE 9019-2. ALTERNATIVE DISPUTE RESOLUTION (ADR)

~~(a)A.~~ **Settlement Conference.** The Court may, upon its own initiative or at the request of any of the parties, order a settlement conference at a time and place to be fixed by the Court.

~~(b)B.~~ **Settlement Judge Disinterested.** A district judge, a bankruptcy judge (other than the judge assigned to the case), a magistrate judge, or an adjunct settlement judge designated by the Court, will normally preside at the settlement conference. The settlement judge will take no part in adjudicating the case subsequent to the settlement conference.

~~(c)C.~~ **Case or Proceeding to Continue.** Unless otherwise ordered by the Court, the scheduling of settlement conferences or other alternate dispute resolution procedures will not continue, delay, or otherwise interfere with scheduling dates set pursuant to other orders in the case or proceedings. Likewise, any modification of a scheduling order will not affect the date of a settlement conference set pursuant to a separate settlement conference order.

~~(d)D.~~ **Fully Authorized Representatives Required.** At least one attorney for each of the parties who is fully familiar with the case shall appear for each party. A person or representative

with full settlement authority as defined in the Court's settlement conference order shall accompany the attorney to the settlement conference. Other ~~interested~~ parties in interest, such as insurers or indemnitors, shall attend through fully authorized representatives and are subject to the provisions of this rule. The settlement judge may, however, with special permission upon prior written application, allow the party having full settlement authority to be telephonically available. The settlement judge presiding over the settlement conference may make such other and additional requirements of the parties as shall be deemed proper in order to expedite an amicable resolution of the case.

(e)F. Confidences Kept. It is expected that the parties, their representatives, and attorneys be completely candid with the settlement judge so that settlement discussions may be properly and productively guided. To encourage candor, the confidential nature of settlement discussions conducted under the auspices of a court-sponsored settlement conference ~~will~~shall be absolutely respected by all participants, and strictly enforced by the Court. The settlement judge may meet jointly or individually with any of the participants. Statements made in any settlement conference will not be shared with participants not party to the settlement conference, unless specific permission of the declarant is obtained. Any statement made in the context of the settlement conference will not constitute an admission and will not be used in any form in the litigation or trial of the case. The settlement judge will not discuss the substance of the conference with the judge to whom the case is assigned.

(e)F. Adjunct Settlement Judges. Adjunct settlement judges shall be selected by the Court from among members of the bar in good standing and chosen based upon their expertise, experience, actual and apparent impartiality, training, temperament, and reputation for fairness. They shall be invited to serve for an initial term without compensation and commit to conduct up to twelve settlement conferences during that term. The initial term shall extend for one year, or until the number of settlement conferences designated for the term (up to a maximum of 12) are completed, whichever is longer. Once appointed and trained, an adjunct settlement judge may volunteer to serve additional terms, or to conduct additional conferences within a term, but shall not be expected by the Court to do so. No adjunct settlement judge may be called as a witness, except in an action to enforce the settlement agreement. In that instance, the adjunct settlement judge shall not be deposed, and shall testify as the Court's witness.

(e)G. Special Projects. In cases where the settlement effort is expected to be extensive, or in connection with discovery matters, the Court may appoint an adjunct settlement judge as a special project settlement or discovery judge, and order the parties to pay for his or her time at a reasonable hourly rate. Such payment shall be apportioned between the parties as agreed, or by the Court on an equitable basis.

(e)H. Governmental Entities. In the event a governmental entity ~~which~~that is a party determines that it will be unable to provide a representative with full settlement authority at the settlement conference, the governmental entity shall promptly move for leave to proceed with a representative with limited authority. The motion shall be delivered (not filed) to the settlement judge not later than 11 days prior to the conference and shall contain:

~~-(1)~~1. The reasons ~~which~~that make it impracticable for a party's representative to appear with full settlement authority;

~~-(2)~~2. A detailed description of the limited authority to be exercised at the conference; and

~~-(3)~~3. Alternative proposals by which full authority may be exercised at or subsequent to the conference.

The motion need not be transmitted to the opposing parties. Upon consideration of the motion, the settlement judge may allow the governmental entity to appear with limited authority or may, notwithstanding the motion, require appropriate persons to appear as may be necessary to have full settlement authority at the conference. Any adjunct settlement judge may defer such determination to the bankruptcy judge then supervising the adjunct settlement judge program.

(+)I. Other Alternative Methods. The Court may, in its discretion, set any civil case for summary jury trial, mini-trial, executive summary jury trial (summary jury trial where chief executive officers of corporate parties participate as part of a three judge trial panel), mediation, arbitration, or other method of alternative dispute resolution as the Court may deem proper, so long as due process is not abrogated or impaired.

(+)I. Certificate of Circumstances. In the event a party, attorney, insurer, or indemnitor fails to comply with the settlement conference order or participate in good faith in any court-sponsored alternative dispute resolution proceeding, the settlement judge may certify such circumstances in writing to the bankruptcy judge and recommend appropriate action. All parties shall be served with copies of the certification and be afforded an opportunity to respond. The Court may then impose any remedial, compensatory, disciplinary, contempt, or sanction measures it deems appropriate under the circumstances certified.

RULE 9021-1. JUDGMENTS AND ORDERS – ENTRY OF

All Court orders and notices will be filed electronically. An order may be in the form of a Text-Only Order, which, together with the Notice of Electronic Filing, shall constitute the evidence of an order concerning the matter. Any order filed electronically without the original signature of a judge has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and the order had been entered on the docket in a conventional manner.

RULE 9036-1. NOTICE BY ELECTRONIC TRANSMISSION

Requesting and receiving a password from the Clerk to participate in the ECF System shall constitute a request and consent to receive service by electronic means pursuant to Bankruptcy Rule 9036.

RULE 9070-1. EXHIBITS

Copies of pre-marked exhibits intended to be introduced at a hearing and a list of witnesses intended to be called in a case or proceeding shall be transmitted to each party in interest in a manner calculated to be received at least three (3) days prior to the scheduled hearing date. Two copies of such pre-marked exhibits and witness lists shall be submitted to, but not filed with, the Clerk by 4:30 p.m. on the third business day prior to the date set for hearing. This rule does not apply to hearings in a Chapter 13 case unless the matter is specially set for an evidentiary hearing or unless specifically ordered by the Court.

RULE 9072-1. ORDERS - PROPOSED

A. Request for Entry of Order. Attorneys seeking an entry of an order (except pretrial orders) shall file a Request for Entry of Order pursuant to Local Rule 9013-1(B). The Request for Entry of Order shall reference the original motion using the “Refer to existing event” on the ECF System but shall not include the original motion as an attachment.

B. Submission of Proposed Orders. Proposed orders and judgments shall be emailed to the assigned judge’s “orders” mailbox, the address of which may be found on the Court’s website (<http://www.oknb.uscourts.gov>). Proposed orders and judgments shall not be attached to the motion or the Request for Entry of Order. A proposed order shall not be submitted prior to the filing of the motion and/or the Request for Entry of Order. A proposed order may be submitted by email simultaneously with the filing of an application or motion that may be ruled upon ex parte. See also Section XIII of the ECF Administrative Guide. A party submitting a proposed order in accordance with this rule shall not include any ex parte communication in the email transmitting the proposed order.

C. Text-Only Orders. The Court reserves the right to enter a Text-Only Order in any instance.

D. Pretrial Orders. Parties shall electronically submit pretrial orders to the Court to the assigned judge’s “orders” mailbox, the address of which may be found on the Court’s website (<http://www.oknb.uscourts.gov>). Submission of the proposed pretrial order constitutes a representation by the party submitting the proposed pretrial order that the order has been agreed to by all parties involved in the adversary proceeding or contested matter for which the pretrial order has been submitted. See also Local Rule 7016-1(C).

RULE 9075-1. EMERGENCY ORDERS

Upon filing an application for emergency or expedited consideration, a movant shall contact the courtroom deputy via telephone to advise the Court of the application. See also Local Rule 9006-1(A).

RULE 9081-1. EFFECT OF AMENDMENT OF LOCAL RULES OF THE DISTRICT COURT

~~9071. Effect of Amendment of Local Rules of the District Court~~

The District Court Local Rules made applicable in cases or proceedings by these rules shall be the District Court Local Rules in effect on the effective date of these rules and as thereafter amended, unless otherwise provided by such amendment.

APPENDIX A

CM/ECF ADMINISTRATIVE GUIDE OF POLICIES AND PROCEDURE